AARO EXCEL CONNECTIVITY

14.0 USER MANUAL

AARO SYSTEMS AB

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1. Using AARO with Excel – an overview

AARO comprises the formula Excel add-in that provides the user with multiple options to access AARO data directly from Microsoft Excel.

There are two options to access data:

- Input data can be sent from Excel to the AARO database.
- Consolidated data can be retrieved from the AARO database to Excel.

Two different techniques exist for these alternatives:

- Formulas
- Excel drill down reports and Excel input forms

The following table summarizes the possibilities:

Overview of possibilities		**Technique**	
		Formulas	**Without formulas**
Direction	Data **from Excel into AARO**	AARO send formulas	Excel input forms
	Data **from AARO into Excel**	AARO retrieve formulas	Excel drill down reports

There are differences between the two techniques and it is advisable to become acquainted with both in order to choose the most appropriate. The two techniques can also be mixed.

In addition to the above major features, AARO Excel add-in supports the creation of journals from Excel.

This manual describes the characteristics of all features: how to open the AARO Excel add-in and how to log on.

The AARO Excel add-in can be used with Excel 2003 and higher versions.

1.1 Installing a digital certificate for AARO/Excel

Depending on the security settings on Excel installation user might be required to install the signed certificate from Aaro Systems AB. This process is described below.

For Excel 2007 and higher, we recommend running Excel using the macro setting "Disable all macros except digitally signed macros", ensuring the digital certificate is installed as detailed below.

To install the digital certificate, follow these steps:

1. Right-click the file **ABSXL.XLL** and select properties. Select the signature and press the **Details** button.

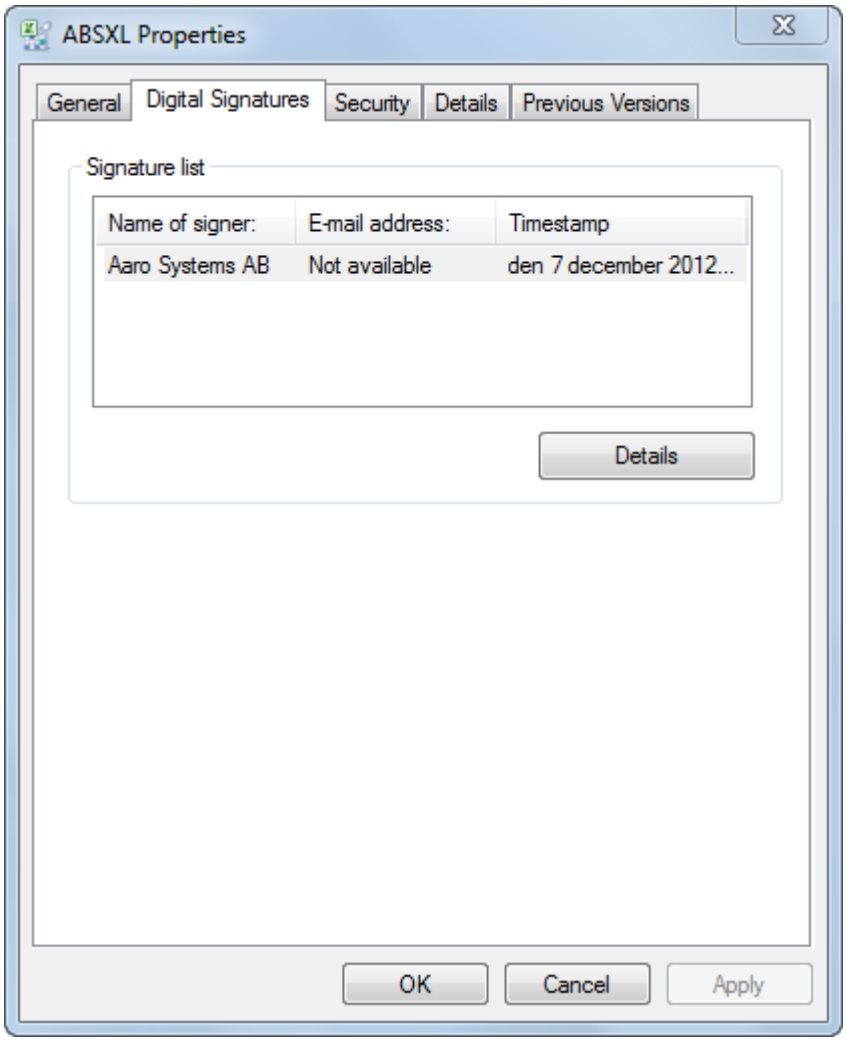


Figure 1.1–1 ABSXL.xll file properties, Digital signatures

The **Digital Signature Details** window appears.

2. Click the **View Certificate** button.

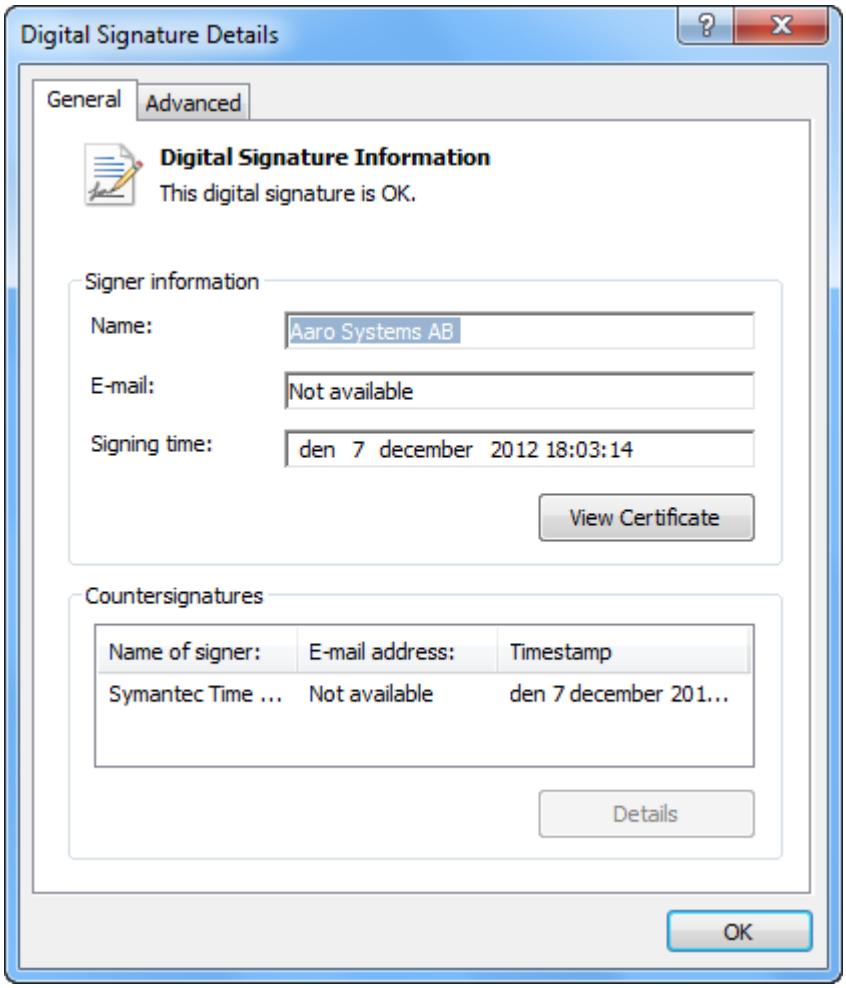


Figure 1.1–2 Digital Signatures Details window

The Certificate window appears.

3. Click **Install Certificate**.

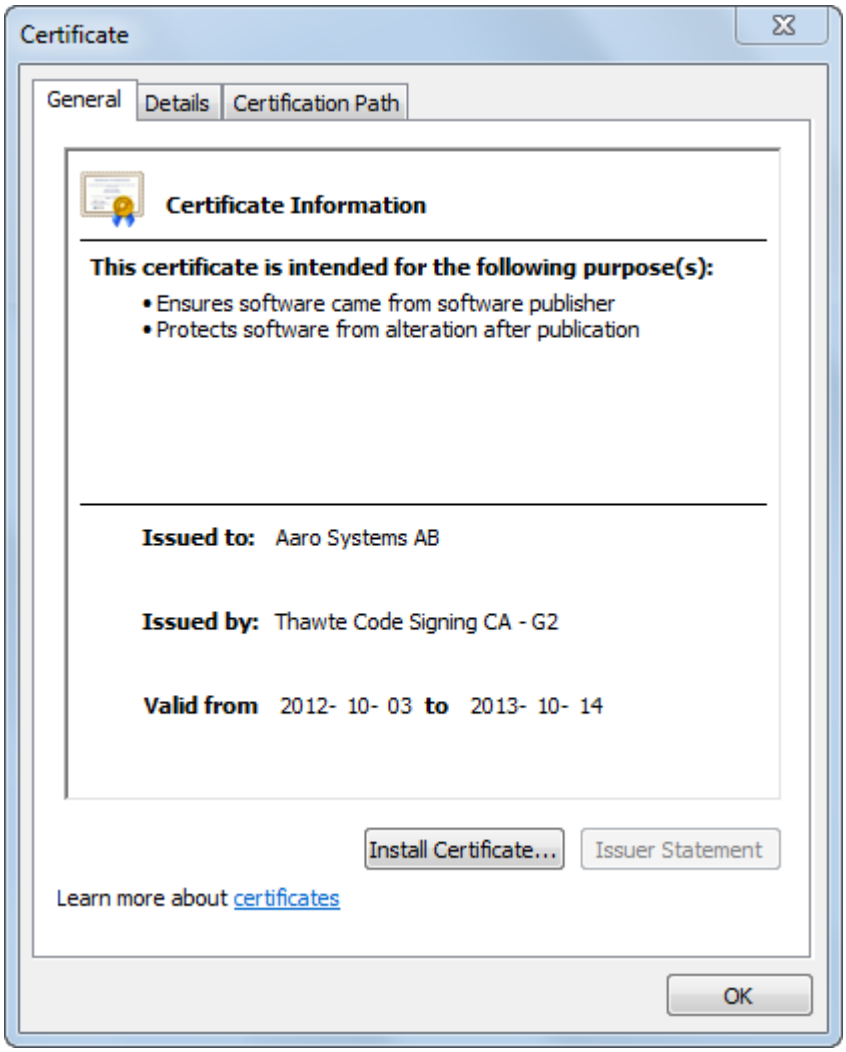

Certificate
General
Details
Certification Path
Certificate Information
This certificate is intended for the following purpose(s):
• Ensures software came from software publisher
• Protects software from alteration after publication
Issued to: Aaro Systems AB
Issued by: Thawte Code Signing CA - G2
Valid from 2012- 10- 03 to 2013- 10- 14
Install Certificate...
Issuer Statement
Learn more about certificates
OK

Figure 1.1–3 Installing the certificate

The **Certificate Import Wizard** window appears.

4. Click **Next** and then select **Place all certificates in the following store** and click the **Browse** button.

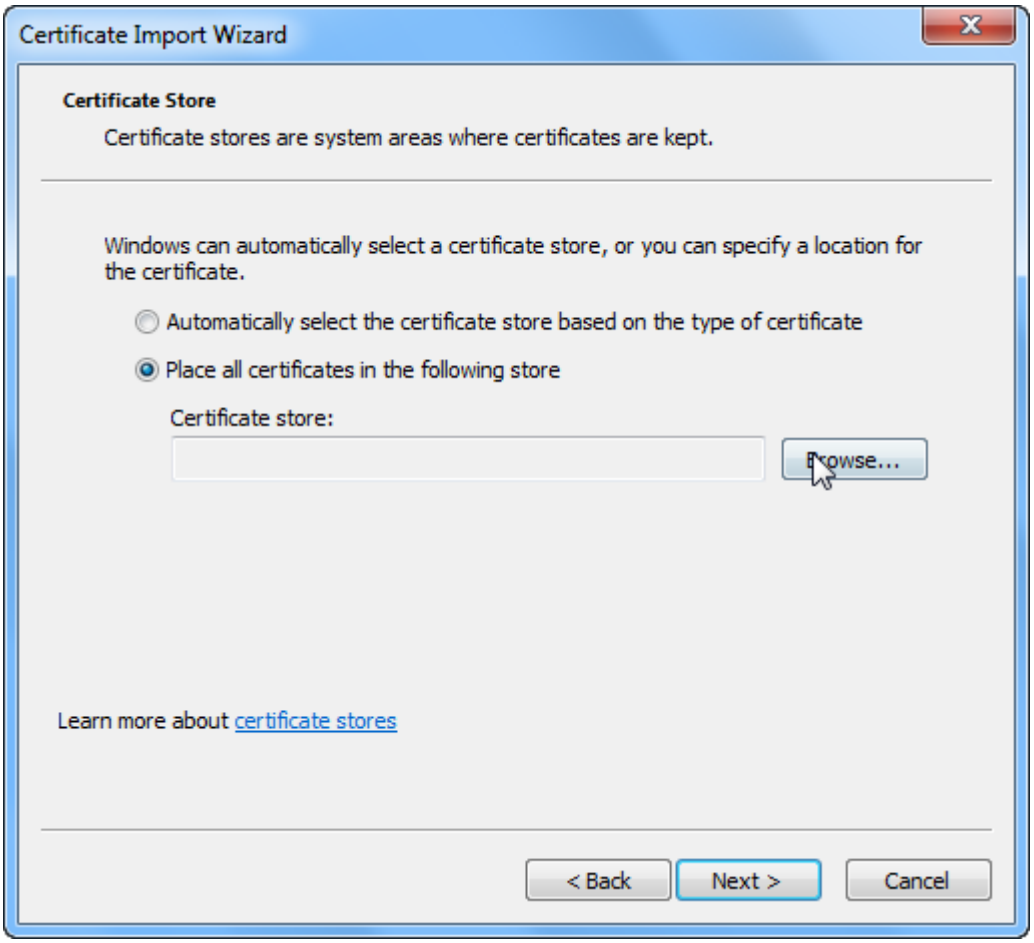

Certificate Import Wizard
Certificate Store
Certificate stores are system areas where certificates are kept.
Windows can automatically select a certificate store, or you can specify a location for the certificate.
Automatically select the certificate store based on the type of certificate
Place all certificates in the following store
Certificate store:
Browse...
Learn more about certificate stores
< Back
Next >
Cancel

Figure 1.1–4 Selecting the certificate store

5. Select the **Trusted Publishers** folder and click **OK**.

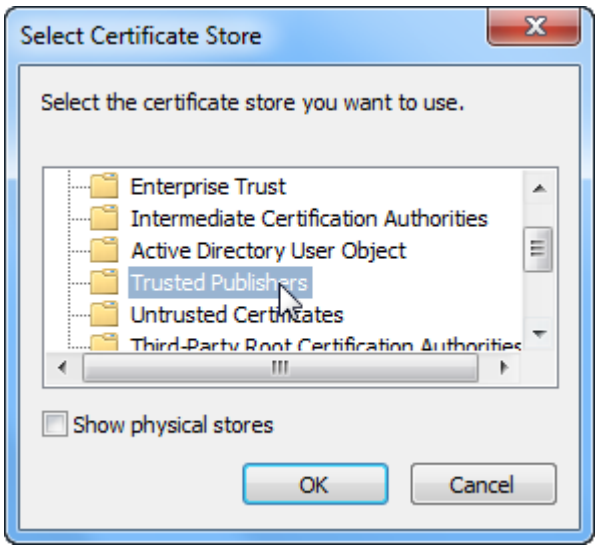


Figure 1.1–5 Selecting the Trusted Publishers folder

6. Click **Next** and then **Finish**.

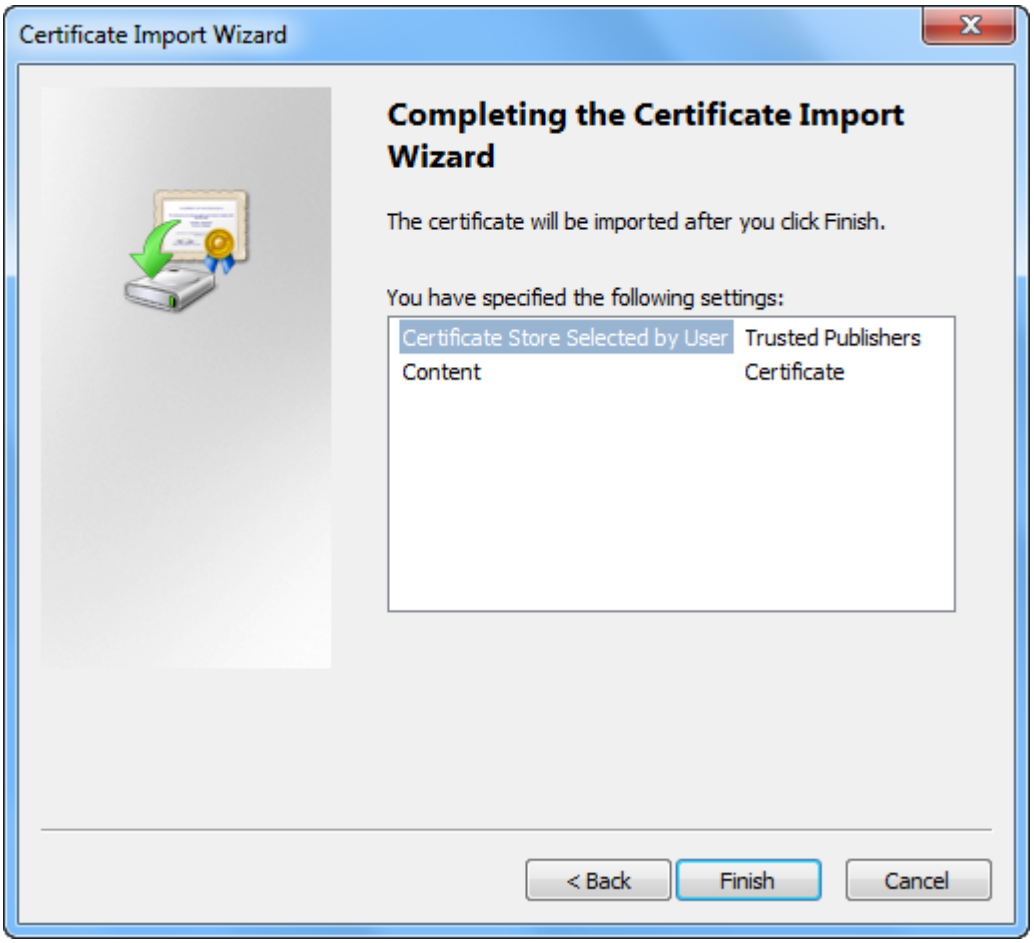


Figure 1.1–6 Finishing certificate installation

The Aaro Systems AB certificate is now located in the Trusted Publishers/ Certificate folder.

1.2 Excel macro security settings

For Excel add-in to work, Excel Macros need to be enabled for use. This is dependent on Macro Security settings in Excel.

This manual assumes that settings are selected as 'Medium' in Excel 2003 or `Disable all macros except digitally signed macros´ in Excel 2007 and higher.

- **Excel 2003**

  In Excel 2003 the Macro security level is set up on the Excel menu **Tools/Options**, and the Security tab, **Macro Security...** button.

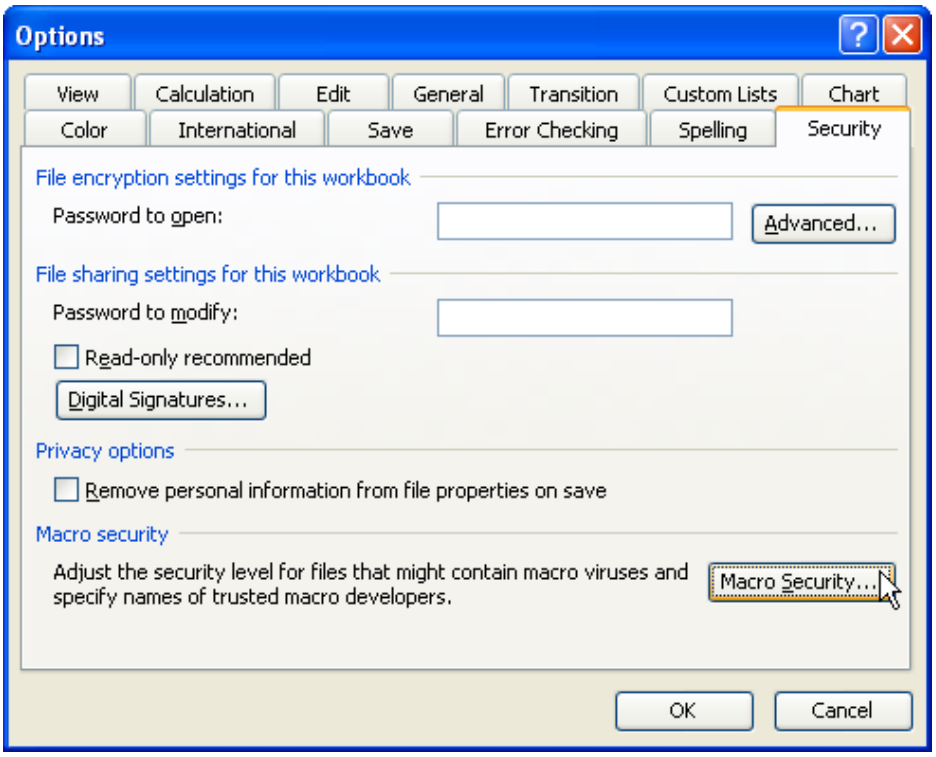


Figure 1.2–1 Excel 2003 Macro security settings

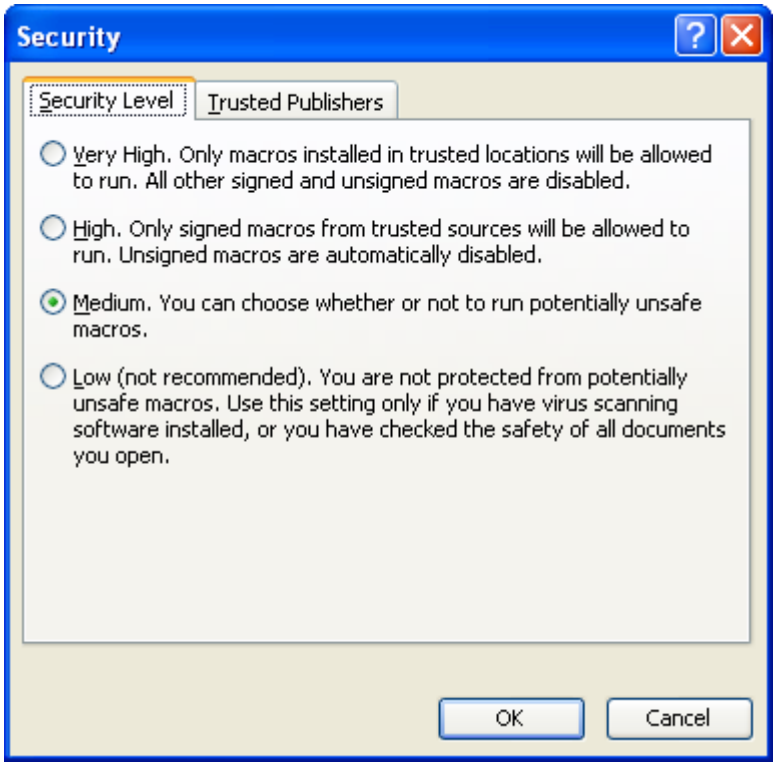

Security
Security Level
Trusted Publishers
Very High. Only macros installed in trusted locations will be allowed to run. All other signed and unsigned macros are disabled.
High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
Medium. You can choose whether or not to run potentially unsafe macros.
Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you have checked the safety of all documents you open.
OK
Cancel

Figure 1.2–2 Setting up Macro security level in Excel 2003

- **Excel 2007 and higher**

  In Excel 2007 and higher the Macro security settings are located on the Excel menu **Excel Options/Trust Center**. Click the **Trust Center Settings** button.

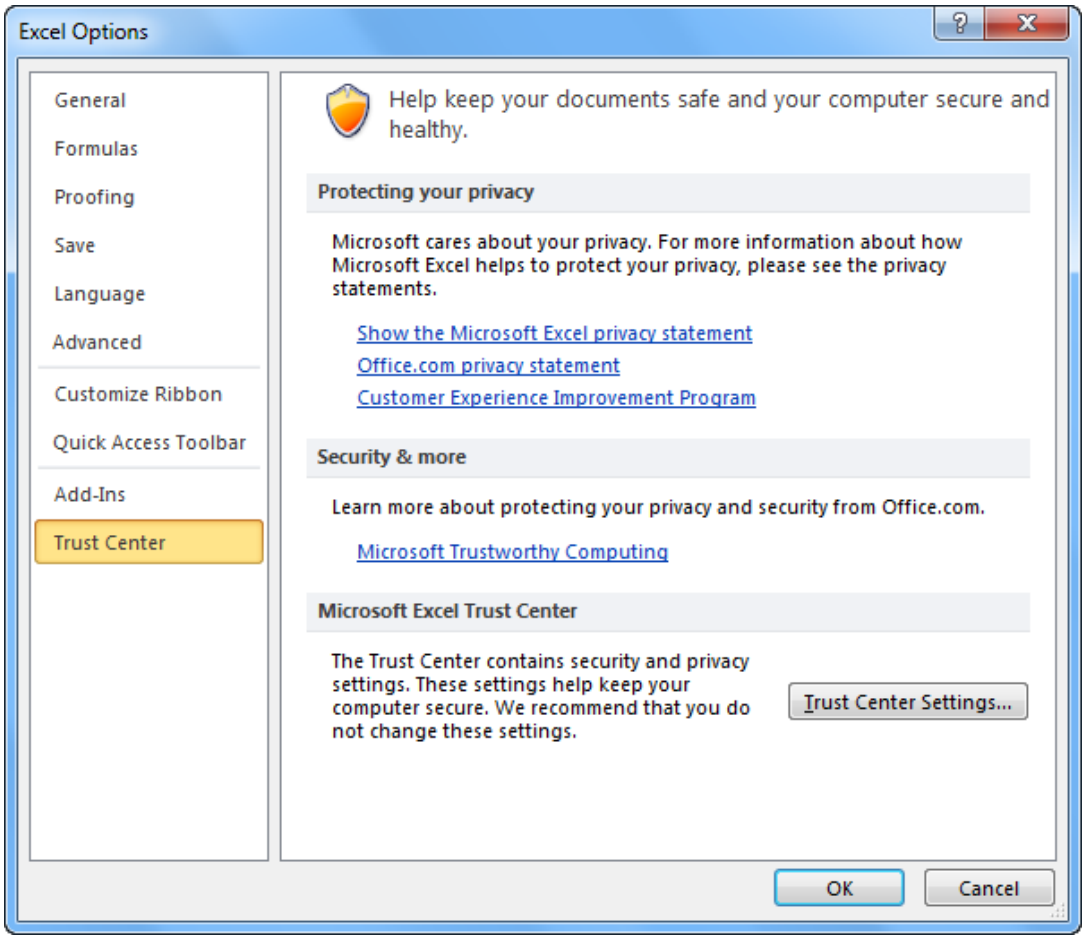

Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Help keep your documents safe and your computer secure and healthy.
Protecting your privacy
Microsoft cares about your privacy. For more information about how Microsoft Excel helps to protect your privacy, please see the privacy statements.
Show the Microsoft Excel privacy statement
Office.com privacy statement
Customer Experience Improvement Program
Security & more
Learn more about protecting your privacy and security from Office.com.
Microsoft Trustworthy Computing
Microsoft Excel Trust Center
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.
Trust Center Settings...
OK
Cancel

Figure 1.2–3 Excel 2007 Macro security settings

On the **Macro Settings** menu, tick the setting **Disable all macros except digitally signed macros** and click **OK**.

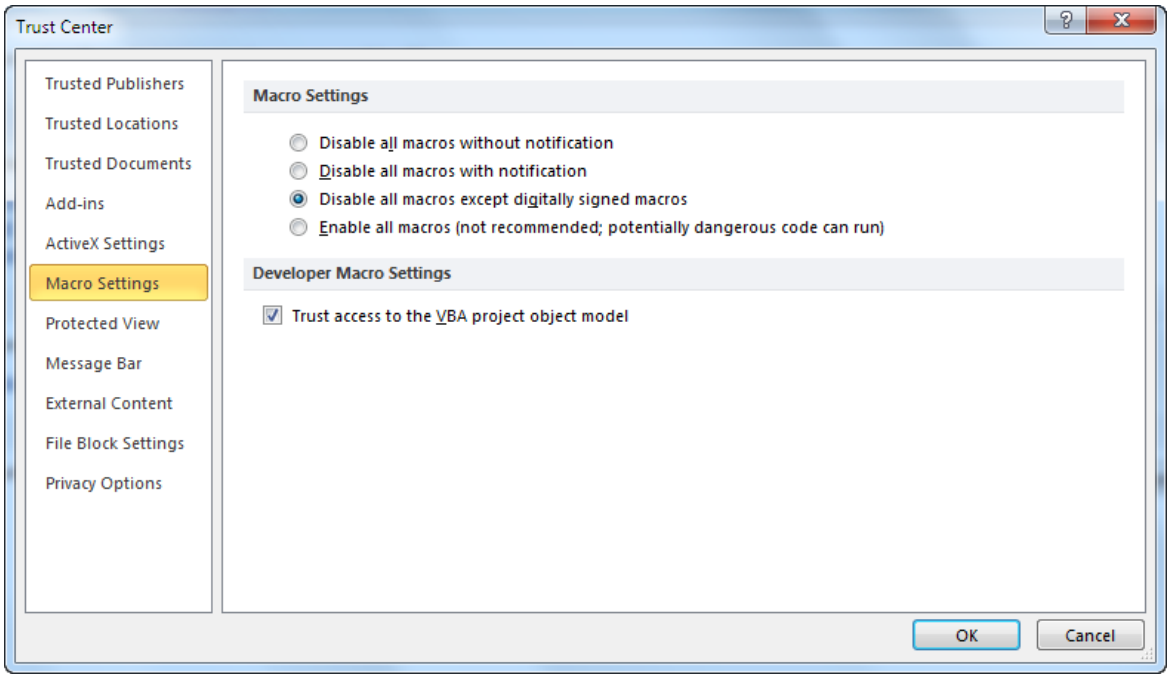


Figure 1.2–4 Setting up Macro security level in Excel 2007

1.3 Open the AARO Excel add-in

To open the AARO Excel add-in:

1. Start Microsoft Excel.

2. On the **File** menu, select **Open**.

3. Browse to the **ABSXL.XLL** file, and open it. It is normally found under C:\AARO (the AARO installation folder). If the file cannot be found, contact your system administrator. The AARO folder also contains another Excel file– AARO Reports.xla – used internally by ABSXL.XLL and thus not advisable to open.

4. If a **Security Warning** dialog is shown, make sure that the macros are from Aaro Systems AB and, if that is the case, click the **Enable Macros** button to activate the AARO Excel add-in. Depending on the security settings in Excel, this dialogue may or may not be seen.

   If Excel 2007 or higher is used, the certificate of Aaro Systems AB needs to be imported and trusted separately before the AARO Excel add-in is opened.

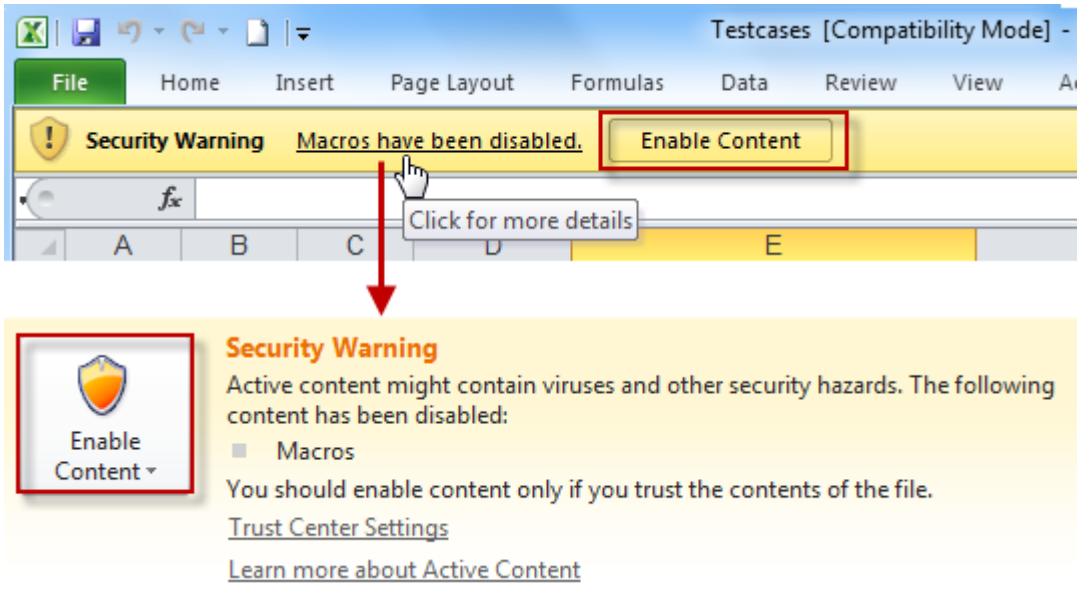


Figure 1.3–1 Enabling security Macros

5. A new menu named **AARO** appears on the Excel main menu bar. In Excel 2007 and Excel 2010, it is to be found in the **add-ins** section.

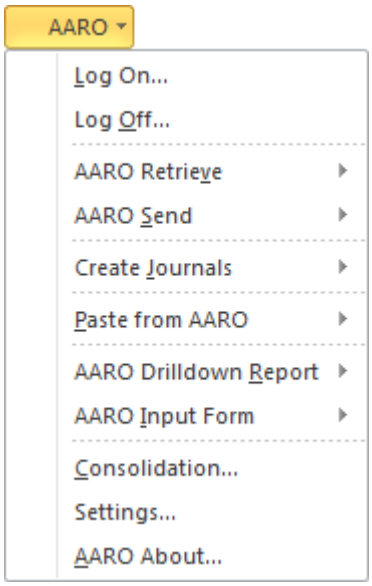


Figure 1.3–2 Opening AARO menu from Excel

Note: prior to Excel 2010, the AARO Excel add-in should be started before any changes are made in the Excel workbook.

1.4 Log on

Logon is necessary before any data can be accessed in the AARO database. To log on to AARO from Excel after opening add-in, follow these steps:

1. On the **AARO** menu in Excel, select **Log On**. The logon dialogue box will be displayed.

2. Select a database (or just accept the default choice), and enter user name and password. Log on to AARO in the same way as usual. Press **Login**.

Figure 1.4–1 Logging on the AARO application

3. The application will now operate and download some lists from the database. Initially, this may take some time but subsequent logon attempts will be much faster.

4. After logging on to the AARO database from Excel, all the AARO Excel features can be accessed.

Note: It is recommended to quit and restart Excel once after having logged on to a certain AARO database for the first time. This is because certain help texts in the formula wizard of Excel relating to AARO formulas will be updated at the first logon, but displayed only after Excel has been restarted.

1.5 Log off

When closing Excel, there is no need to issue the log off command separately as there is an automatic log off from AARO in Excel.

There will also be an automatic log off from AARO if there is no activity for 2 hours (or for some other specific period of time that has been set up by the system administrator).

Log Off from the AARO menu in Excel is an option if a logoff from AARO in Excel without closing Excel is requested.

1.6 ABS term

In this manual, there is frequent reference in formulas to "ABS". This is because the AARO application was formerly known "ABS" (Aaro Business Systems). The older product name has been preserved in some of the Excel formulas so that customers who working with existing Excel workbooks do not have to make unnecessary changes.

From a working point-of-view the terms ABS and AARO are interchangeable; AARO is simply the more modern term.

2. AARO Excel retrieve formulas

Formulas in Microsoft Excel can be used to retrieve data from the AARO application into Excel workbooks. This provides extra flexibility and options for data manipulation in Excel.

This section of the manual refers to the Excel formulas used to retrieve data from AARO to Excel.

2.1 Selecting Excel retrieve formulas

The various AARO Excel retrieve formulas can be accessed by pressing the Insert Function button in Excel.

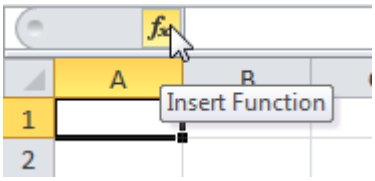


Figure 2.1–1 Inserting an AARO formula into Excel worksheet

The AARO Excel retrieve formulas are listed under the **AARO data retrieve** category.

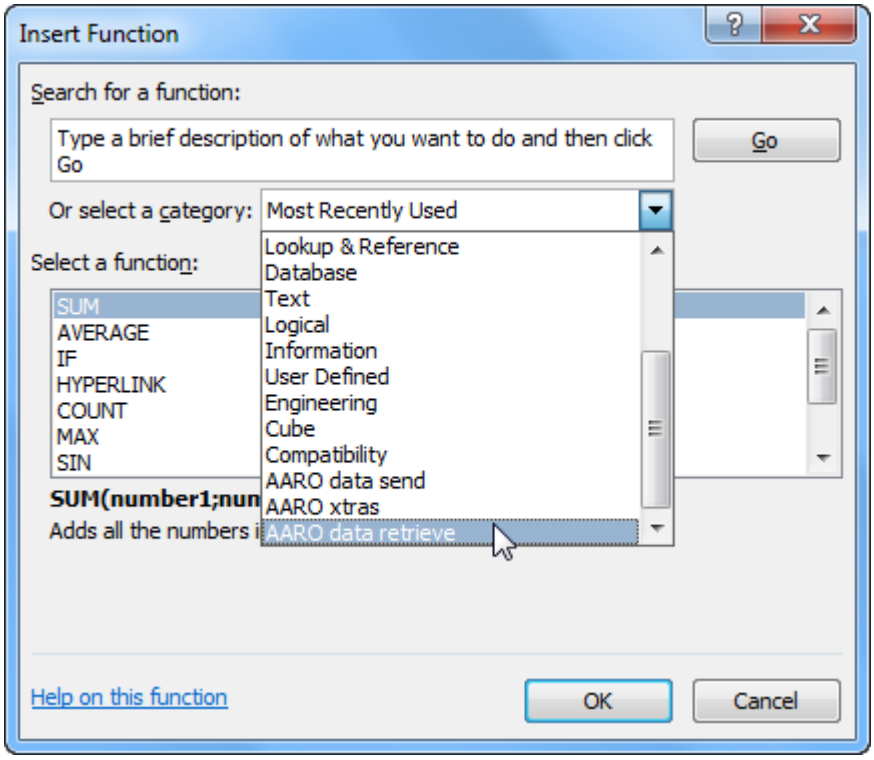


Figure 2.1–2 Selecting AARO data retrieve formulas

2.2 Entering AARO Excel formulas directly

If you are a more experienced Excel user and/or working with existing formulas, it is possible to enter the required AARO retrieve equation directly in the formula bar, for example:

=AARORetrieveFlex("0912A";"ARLANDA";3010;"LOC")

2.3 Formula results

Before entering data using Excel retrieve formulas, it is worthwhile noting that when entering formula arguments, the formula result (highlighted below) contains useful information.

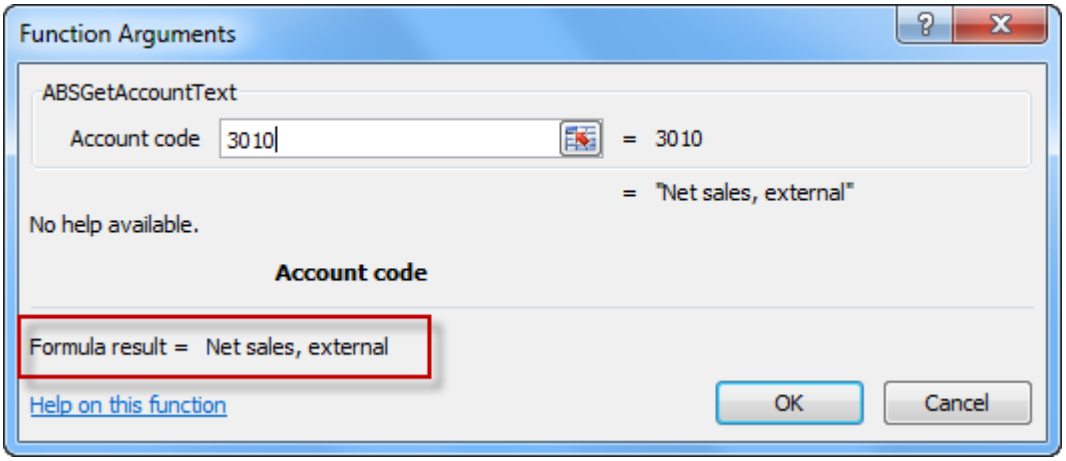


Figure 2.3–1 Viewing AARO data retrieve formula result

Some examples of formula results might be:

- Formula result=0, formula is not completed.
- Formula result=1, formula is ready to retrieve a string of information according to template criteria.
- Formula result = "Net sales, external", or any other text string or number. This directly displays the information received from AARO, dependent on the criteria input into the formula.

2.4 Cell references and direct data entry

In Excel retrieve formulas it is possible to use either 'direct Excel data entry' (input data going directly into the function box), or refer to a cell reference which contains the relevant information.

For example, here some data has been entered directly using the 'direct Excel data entry' method:

Figure 2.4–1 Entering Excel data directly

However, a cell reference containing the relevant information returns exactly the same result.

Figure 2.4–2 Entering Excel data using cell references

(Where cell B2 was entered as follows):

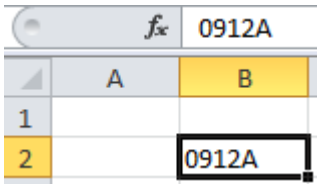


Figure 2.4–3 Selecting cell data

Throughout this chapter, the first model of 'direct Excel data entry' has been used in order to avoid confusion. However, users may prefer cell references instead, depending on the customers' needs.

2.5 Formats for Excel formulas

It is important to make sure that criteria in Excel formulas have the right format, otherwise problems can occur.

Note: where possible, Microsoft Excel tries to interpret criteria as cell references. If it can, they are then converted to cell references. If it can't, then they get quoted and become strings.

Using the similar example to the 'direct Excel data entry' example outlined above, if a period is specified as B0803 for example, the formula will look for cell B803. This is because of some of the programming and 'smart formulas' contained in Excel. However, if the data is entered in quotations such as "B0803" the value is taken as absolute.

2.6 Description of Excel retrieve formulas

Detailed descriptions of all Excel retrieve formulas are provided throughout this chapter, along with examples for reference.

2.6.1 ABSGetAccountText

The ABSGetAccountText formula displays the descriptive text for an account code provided.

An example of an ABSGetAccountText formula is outlined below, with a brief explanation of the required parameter underneath.

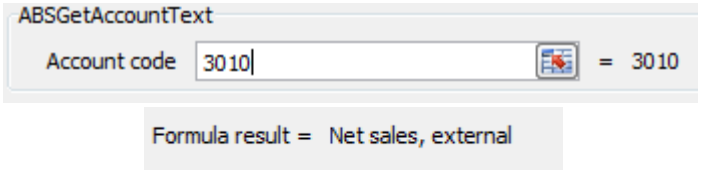


Figure 2.6–1 ABSGetAccountText formula example

Field	Description
Account code	Account code which descriptive text is to be retrieved.

2.6.2 ABSGetCompanyRate

The ABSGetCompanyRate formula displays the exchange rate for the reporting currency of a company based on the period and rate type.

For reference, an example of an ABSGetCompanyRate formula is outlined below, along with a brief explanation of the formula parameters underneath.

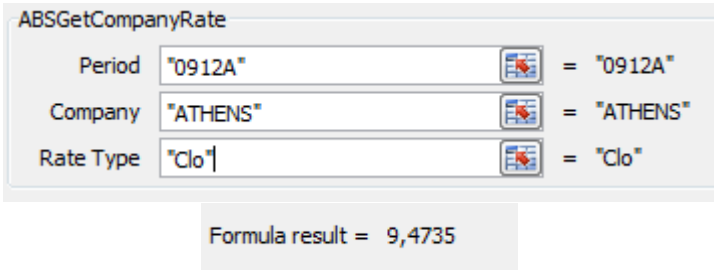


Figure 2.6–2 ABSGetCompanyRate formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code.
Rate Type	Rate translation type: • **Ope** – opening; • **Ave** – average; • **Clo** – closing.

2.6.3 ABSGetMinorities

The ABSGetMinorities formula displays the minority percentage for a specified minority type (direct, indirect or total) for a company shareholding within a legal group, for a given period.

For reference, an example of an ABSGetMinorities formula is outlined below, along with a brief explanation of the formula parameters underneath.

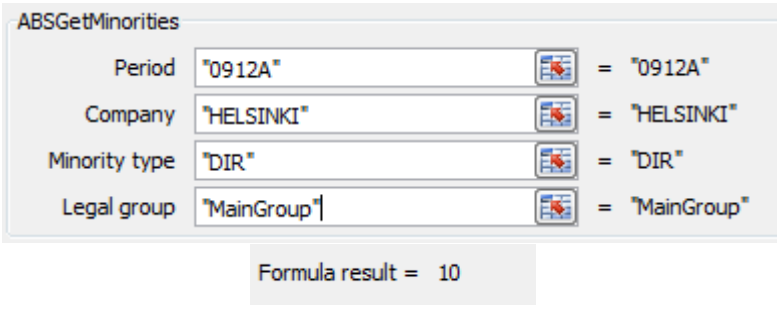


Figure 2.6–3 ABSGetMinorities formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code.
Minority type	Minority type: • **DIR** – direct; • **IND** – indirect; • **TOT** – total.
Legal group	Legal group. If left empty, the default value is assumed.

2.6.4 ABSGetName

The ABSGetName formula displays the description of a company, group or other dimension member based on the dimension name and its member code.

For reference, an example of an ABSGetName formula is outlined below, along with a brief explanation of the formula parameters underneath.

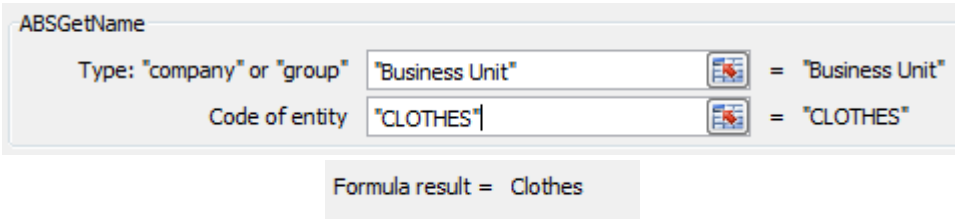


Figure 2.6–4 ABSGetName formula example

Field	Description
Type	Dimension whose description is to be retrieved: • "company" for company; • "group" for group; • dimension name for dimension, e.g. "Business Unit". Make sure to spell this exactly as defined in the database, including any spaces and upper/lower case).
Code of entity	Company, group or dimension member code, e.g. "CLOTHES".

2.6.5 ABSGetRate

The ABSGetRate formula displays the exchange rate for a specified currency for a given period and rate type.

For reference, an example of an ABSGetRate formula is outlined below, along with a brief explanation of the formula parameters underneath.

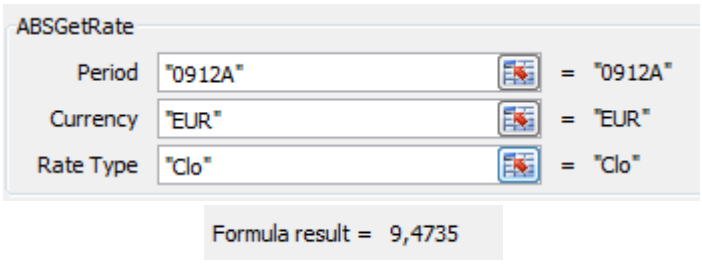


Figure 2.6–5 ABSGetRate formula example

Field	Description
Period	Period for which data is to be retrieved.
Currency	Currency code.
Rate Type	Rate translation type: • **Ope** – opening; • **Ave** – average; • **Clo** – closing.

2.6.6 AARORetrieveFlex

The AARORetrieveFlex formula is used for retrieving operational figures that are reported through Input, OS, Matrix and Match forms.

The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1 / Dim2 etc.

For reference, an example of an AARORetrieveFlex formula is outlined below, along with a brief explanation of the formula parameters underneath.

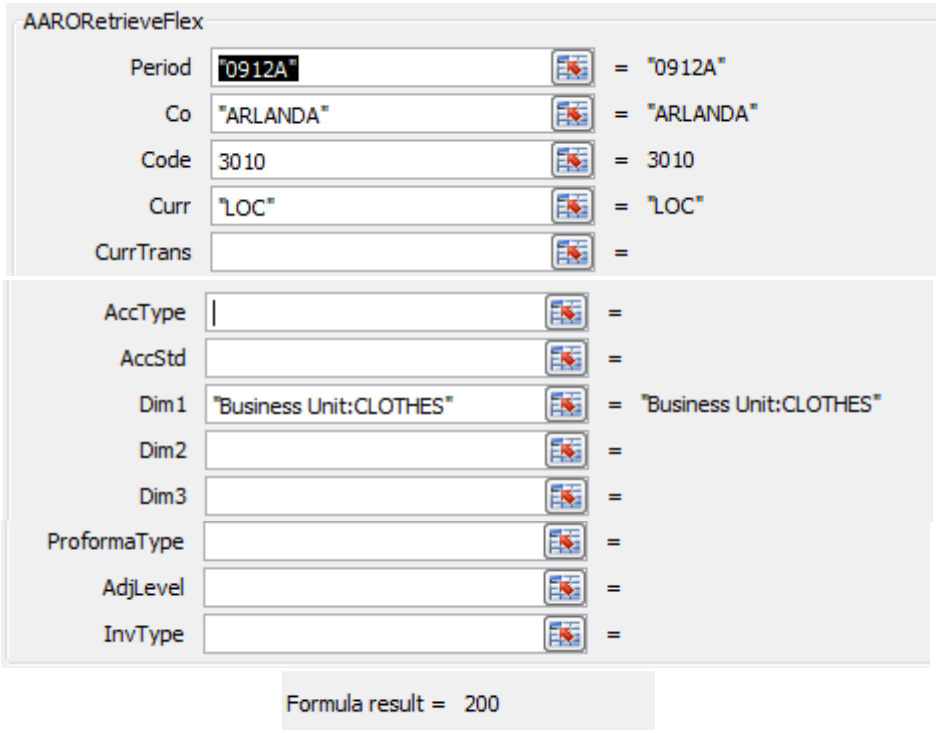


Figure 2.6–6 AARORetrieveFlex formula example

Field	Description
Period	Period for which data is to be retrieved.
Co	Company code from which data is to be retrieved.
Code	Account code from which data is to be retrieved.
Curr	Currency for which the data to be retrieved.
CurrTrans	Currency translation, e.g. Actual, Budget, LastYear.
AccType	Accounting type, e.g. Normal, IFRS or USGAAP.
AcctStd	Accounting standard (a summary of one or more accounting types).

Field	Description
Dim1, Dim2 etc	These are defined by the dimension, group or legal group name such as "Market" or "Business Unit" (exact names vary depending on the dimensions setup in each AARO installation), followed by ":", followed by value. In the example above, the dimension, separator ":", and dimension values were entered directly into the cell. **Figure 2.6–7 AARORetrieveFlex "dimension:dimension Value" formula** Alternatively, the values may be taken from in individual cell references (e.g. I48&":"&I49) instead. Some dimensions in the Dim field should be written without space, i.e. LegalGroup.
ProformaType	Proforma type, e.g. Normal.
AdjLevel	Adjustment level, e.g. Company.
InvType	Investment type, e.g. Normal.

2.6.7 ABSRetrieveTextAmount

The ABSRetrieveTextAmount formula is used for retrieving operational figures that are reported through Text forms.

For reference, an example of an ABSRetrieveTextAmount formula is outlined below, along with a brief explanation of the formula parameters underneath.

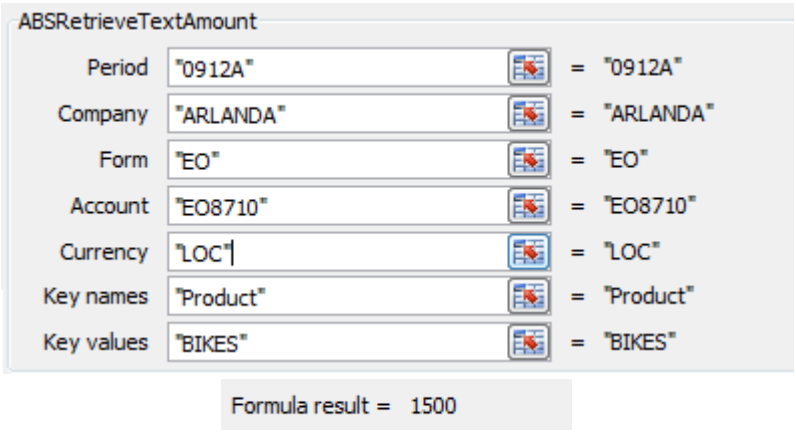


Figure 2.6–8 ABSRetrieveTextAmount formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code from which data is to be retrieved.
Form	Text form in AARO from which data is to be retrieved.
Account	Account code.
Currency	Currency for the data to be retrieved.
Key Names	Dimension set up in the form, e.g. "Product". Several dimensions can be entered divided by comma, e.g. "Product,Customer".
Key Values	Dimension value. Value for each dimension should be entered divided by comma, e.g. "BIKES,CUST_01".

2.6.8 ABSRetrieveTextString

The ABSRetrieveTextString formula is used for retrieving descriptions that are contained within text forms.

For reference, an example of an ABSRetrieveTextString formula is outlined below, along with a brief explanation of the formula parameters underneath.

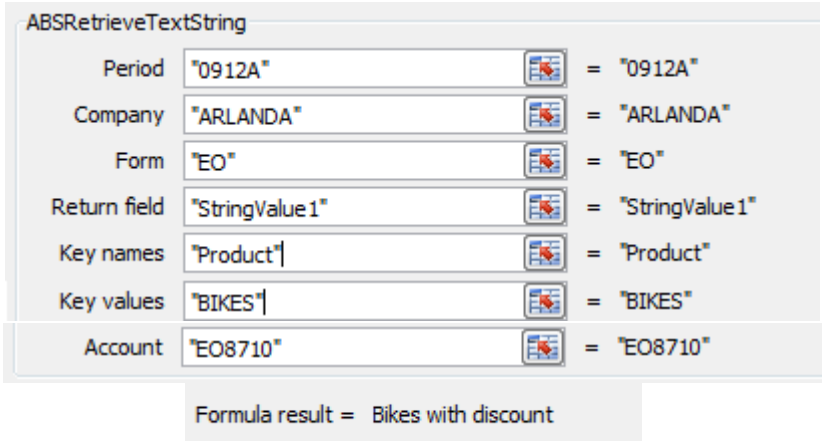

ABSRetrieveTextString
Period "0912A" = "0912A"
Company "ARLANDA" = "ARLANDA"
Form "EO" = "EO"
Return field "StringValue1" = "StringValue1"
Key names "Product" = "Product"
Key values "BIKES" = "BIKES"
Account "EO8710" = "EO8710"
Formula result = Bikes with discount

Figure 2.6–9 ABSRetrieveTextString formula example

Field	Description
Period	Period for which data is to be retrieved.
Company	Company code from which data is to be retrieved.
Form	Text form in AARO from which data is to be retrieved.

Field	Description
Return field	'NameInTable' value in the text form for the description which will be returned in the formula result, e.g. 'StringValue1'.
Key names	Dimension set up in the form, e.g. "Product". Several dimensions can be entered divided by comma, e.g. "Product,Customer".
Key values	Dimension value. Value for each dimension should be entered divided by comma, e.g. "BIKES,CUST_01".
Account	Account code.

2.7 Retrieve information from AARO to Excel

When the relevant formulas and data cells have been completed, information is retrieved from AARO to Excel on the menu **AARO Retrieve**.

The user can then choose one of the options:

Option	Action
All	Retrieve data into all open Excel workbooks from AARO.
Sheet Only	Retrieve data into the open Excel worksheet from AARO.
Multiple Sheets	Retrieve data into multiple Excel worksheets from AARO. In this scenario, the user is presented with a choice of worksheets he or she would like to retrieve.

An example for retrieving data for multiple worksheets is referenced below:

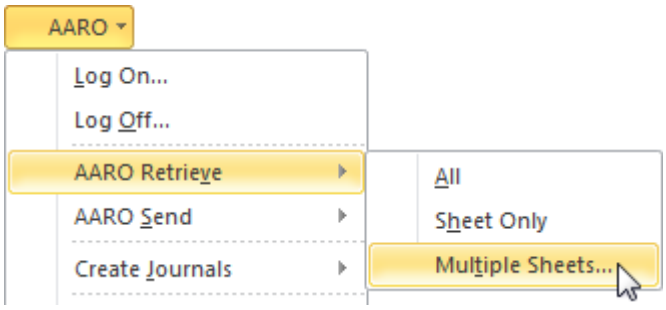


Figure 2.7–1 Retrieving AARO formula data

If the user choses **Multiple Sheets**, they will see the next dialog where sheets to be retrieved have to be chosen.

Explanations for how to use the dialog boxes are provided within the Excel dialog boxes to guide users through the necessary steps. An example for retrieving a data for a couple of open worksheets is referenced below:

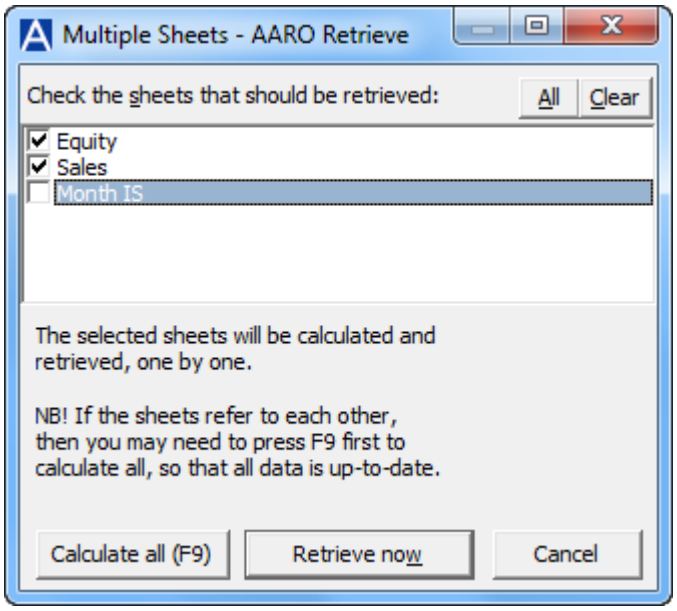

Multiple Sheets - AARO Retrieve
Check the sheets that should be retrieved:
All
Clear
Equity
Sales
Month IS
The selected sheets will be calculated and retrieved, one by one.
NB! If the sheets refer to each other, then you may need to press F9 first to calculate all, so that all data is up-to-date.
Calculate all (F9)
Retrieve now
Cancel

Figure 2.7–2 Retrieving multiple sheets

2.8 Validation

When data is received from AARO, a dialog box appears informing the user whether the data has been successfully received.

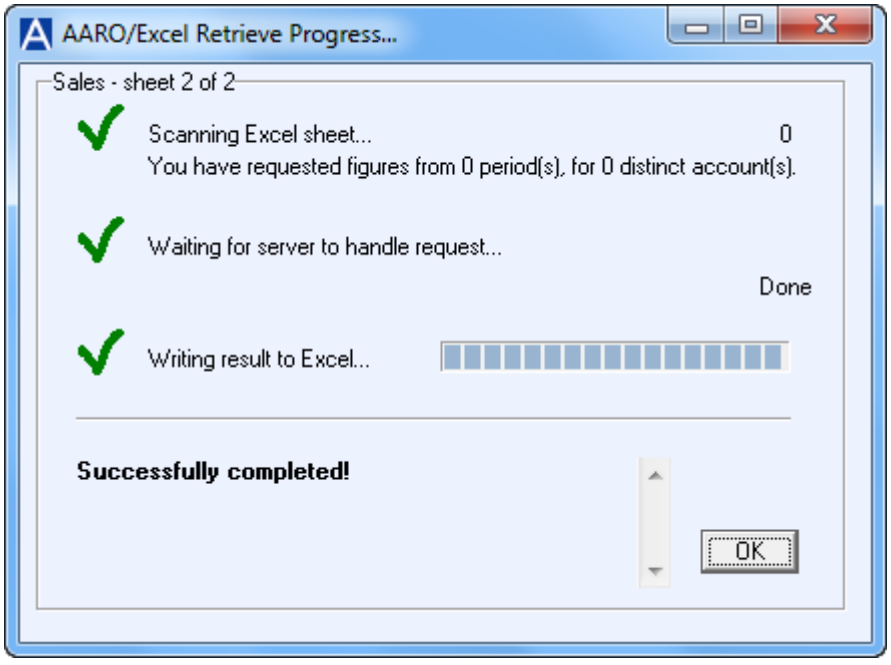


Figure 2.8–1 AARO data retrieve status

If data cannot be received from AARO to Excel, a dialog box appears showing validation errors. The content of this dialog box will depend on the errors returned from the AARO application.

For data to be received successfully from AARO, these errors must be fixed before the process of receiving data is completed.

For reference, an example of an error where an account number was not specified has been included here:

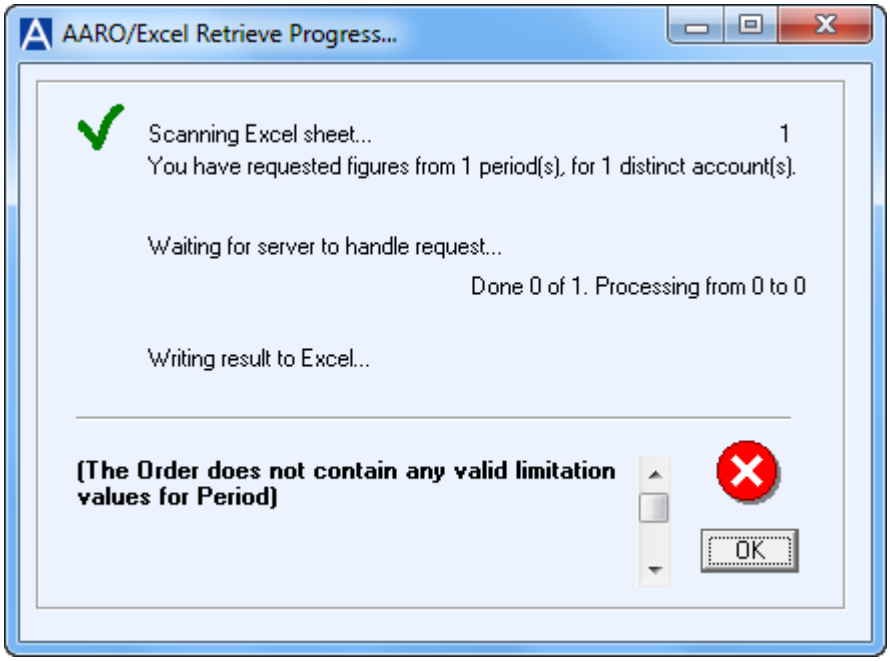

AARO/Excel Retrieve Progress...
Scanning Excel sheet... 1
You have requested figures from 1 period(s), for 1 distinct account(s).
Waiting for server to handle request...
Done 0 of 1. Processing from 0 to 0
Writing result to Excel...
(The Order does not contain any valid limitation values for Period)
OK

Figure 2.8–2 AARO data retrieve status

2.9 Further Excel formulas

Excel retrieve formulas can be combined with Excel send formulas and Excel drill down reports. For further reference to those formulas, please refer to the appropriate section of the user manual.

3. AARO Excel send formulas

Formulas in Microsoft Excel can be used to send data from Excel workbooks to the AARO application.

This provides extra flexibility and options for data manipulation before data is sent from Excel to AARO.

This section of the user manual refers specifically to the Excel formulas used to send data from Excel to AARO. For more detailed information about the AARO bookings themselves, please refer to the appropriate section of the AARO user manual, e.g. Input, Match, Journals, Edit Input, etc.

3.1 Selecting Excel send formulas

The various AARO Excel send formulas can be accessed by pressing the Insert Function button in Excel.

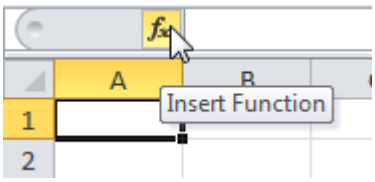


Figure 3.1–1 Inserting an AARO formula into Excel worksheet

The AARO Excel send formulas are listed under the **AARO data send** category.

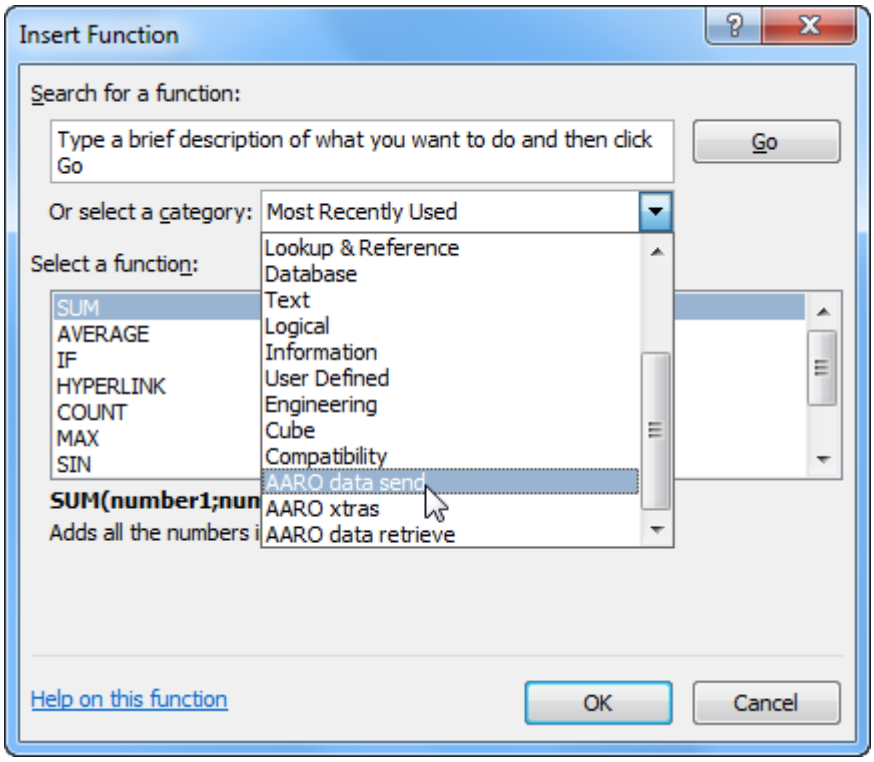


Figure 3.1–2 Selecting AARO data send formula

3.2 Entering formulas directly into the formula bar in Excel

If you are a more experienced Excel user and/or working with existing formulas, it is possible to enter the required AARO send equation directly in the formula bar, for example:

=ABSSendOperFlex(5555;"0912A";"ARLANDA";3010;"Business Unit:FOOD")

3.3 Formula results

Before entering data using Excel send formulas, it is worthwhile noting that when entering formula arguments, the formula result (highlighted below) contains useful information.

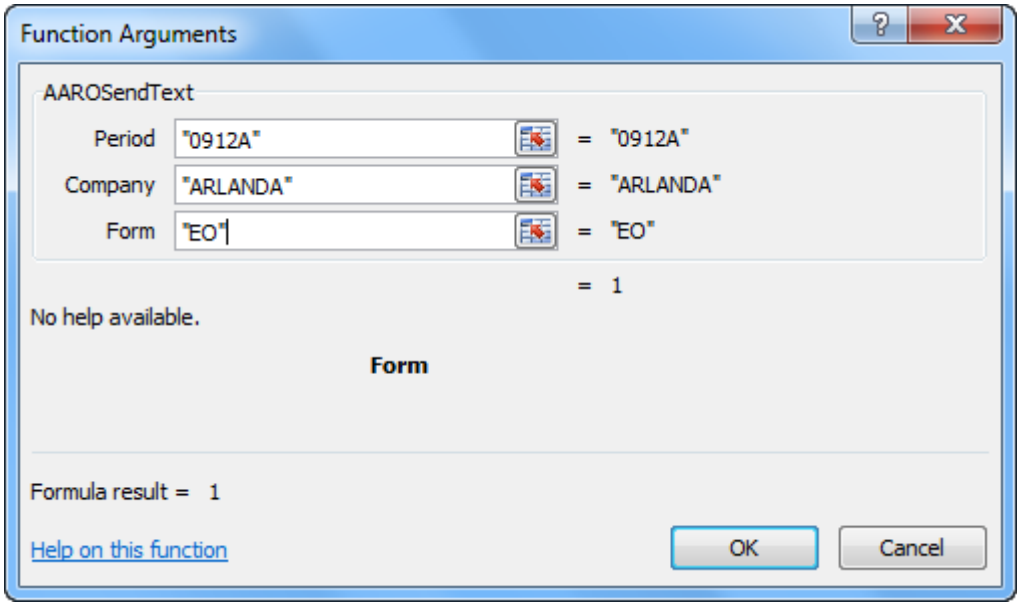


Figure 3.3–1 Viewing AARO data send formula result

Some examples of formula results might be:

- Formula result=0, formula is not completed.
- Formula result=1, formula is ready to send a string of information according to template criteria.
- Formula result=4869 (or any other number). This refers to a specific number which will be sent from an Excel send formula to a corresponding field in AARO.

Note: no validation has taken place in AARO at the stage; checks such as whether an account or period is valid do not take place until the user has sent the data from Excel to AARO.

Note: Values reported using send formulas are reported on default values set up in AARO on the menu Utilities/Application Management, folder Default Values, section Default input values.

3.4 Cell references and direct data entry in Excel

In Excel send formulas it is possible to use either 'direct Excel data entry' (input data going directly into the function box), or refer to a cell reference which contains the relevant information.

For example, here is some data that has been entered directly using the 'direct Excel data entry' method:

Figure 3.4–1 Entering parameter value directly

However, a cell reference containing the relevant information returns exactly the same result.

Figure 3.4–2 Entering parameter information using cell reference

(Where cell B2 was entered as follows):

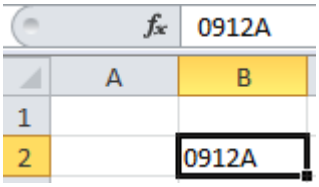


Figure 3.4–3 Selecting cell data

Throughout this chapter, the model of 'direct Excel data entry' has been used in order to avoid confusion. However, users may prefer cell references instead, depending on the customers' needs.

3.5 Description of Excel send formulas

Detailed descriptions of all Excel send formulas are provided throughout this chapter, along with examples for reference.

3.5.1 AARCreateNewJV

The AAROCreateNewJV formula is used to create journal bookings, and is an alternative process to manually entering data in AARO.

The Excel formula itself shows very little data, except an indication that data will be sent from Excel to AARO, indicated by 'Formula result = 1'. The reason for this is explained below.

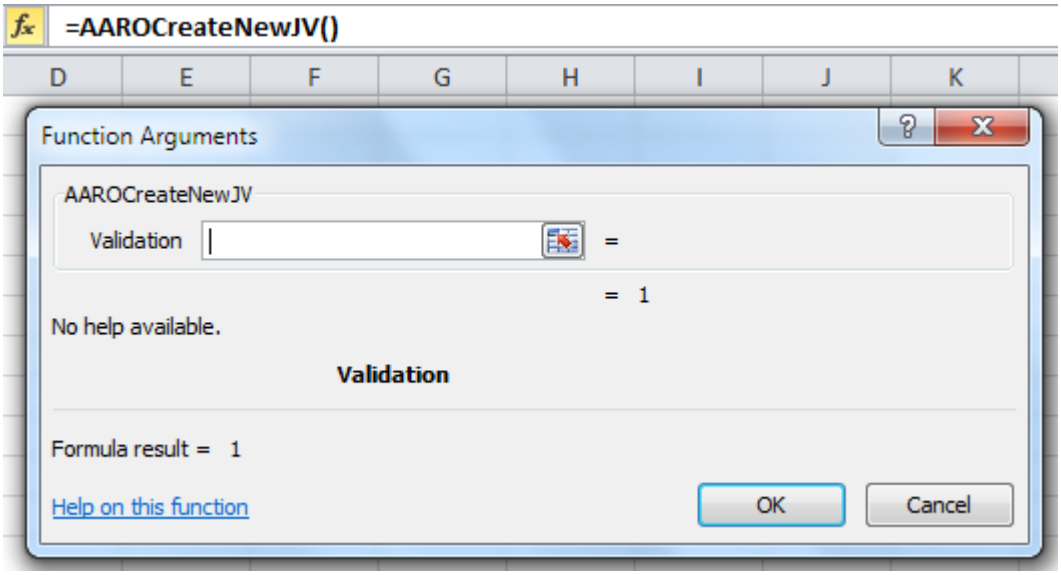


Figure 3.5–1 AAROCreateNewJV formula

In Excel, the AAROCreateNewJV formula can only be used in combination with the journal template. This is pasted onto an Excel worksheet using the menu **AARO/Paste from AARO/Journal Template**.

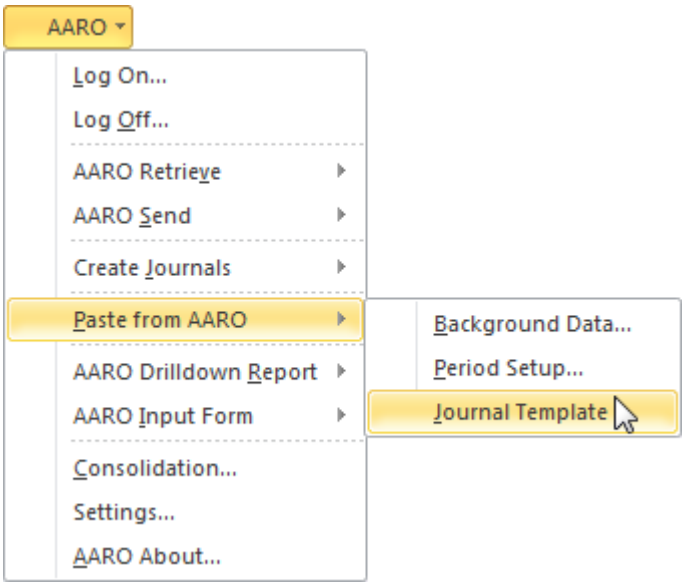


Figure 3.5–2 Pasting a journal template into Excel

Here is an example of a completed journal template in Excel, ready for sending to AARO:

	A	B	C	D	E	F	G
1	1						
2	**Period**	**ID**	**Currency**	**JV Type**	**Description**		
3	0912A	Orig investment	GROUP	Normal	Original investment		
4	**Co**	**FromCo**	**Code**	**Loc**	**Amount**	**LegalGroup**	**LegalType**
5	ARLANDA	ARLANDA	208104		100000	LEGGROUP	JV SEK
6	ARLANDA	ARLANDA	208104		100000	MainGroup	JV SEK

Figure 3.5–3 Journal template example in Excel

The following fields are mandatory in the journal template:

Journal type	Mandatory fields
all	The following fields should be completed with values in the journal template: Co, Code, Loc (for local currency journal) or Amount (for group currency journal). The following fields will get the default values if not completed in the journal template: • FromCo – will get the value from field Co; • Proforma Type, Inv Type, Adjustment Level, AcctType – will get the default values set up in the AARO application (on the menu Utilities/Application Management/Default Values).
Past Equity	LegalType, Amount Type, PEID, PECode, OwnedCo, GroupCurr
Excess Value	LegalType, Amount Type, PEID, GWID, PECode, OwnedCo, GroupCurr

Notes:

- Recurrent journals cannot be created from Excel.
- 'MULTIJV' journals cannot be created from Excel.
- Past equity and excess value journals should not normally be created or edited manually, they should be created as system journals. However, if manual adjustment to an existing PE or EV journal is required, make sure the following conditions are met:
  - The LegalGroup column must be left empty.
  - One PEID/GWID combination corresponds to one Code/PECode combination.
  - Existing PEID/GWID only can be used.
  - Only the following amount types are allowed with past equity journals: Opening, Change and Closing.

	B	C	D	E	F	G	H	I	J	K	L
1											
2	**ID**	**Currency**	**JV Type**	**Description**							
3	PE1	LOC	Normal	Past equity							
4	**FromCo**	**Code**	**Loc**	**LegalGroup**	**LegalType**	**Amount Type**	**PEID**	**GWID**	**PECode**	**OwnedCo**	**GroupCurr**
5	PARENT	PE1310L	27118		PE	Change	Acc 01 LOC		PE1310L	ATLANTA	SEK
6	PARENT	PE1310P	175386		PE	Change	Acc 01 LOC		PE1310P	ATLANTA	SEK
7	PARENT	PE208104	25000		PE	Change	Acc 01 LOC		PE208104	ATLANTA	SEK
8	PARENT	PE208604	2118		PE	Change	Acc 01 LOC		PE208604	ATLANTA	SEK
9	PARENT	RATE	6		PE	Change	Acc 01 LOC		RATE	ATLANTA	SEK

Figure 3.5–4 Past equity journal template example

3.5.2 Create journal bookings

The process for sending journals to AARO is slightly different from other AARO Excel send formulas, as the menu **AARO/Create Journals** needs to be selected here.

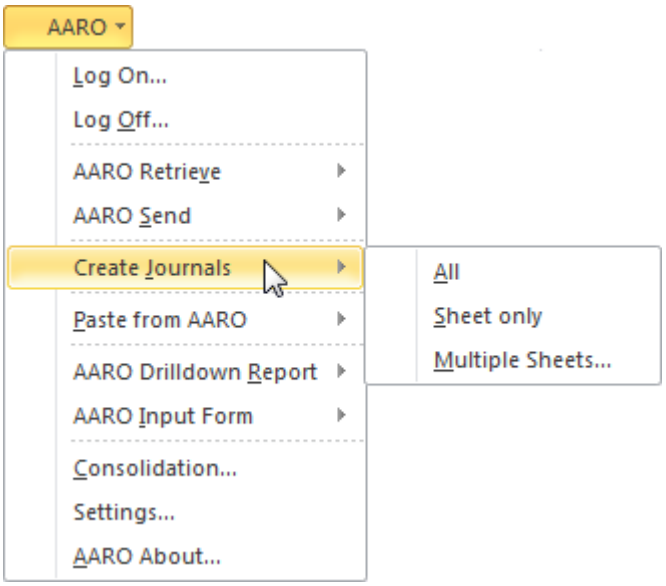


Figure 3.5–5 Creating a journal booking

Choose the appropriate submenu to send **All**, **Sheet only** or **Multiple Sheets** and wait until you have received confirmation that all items have been sent successfully:

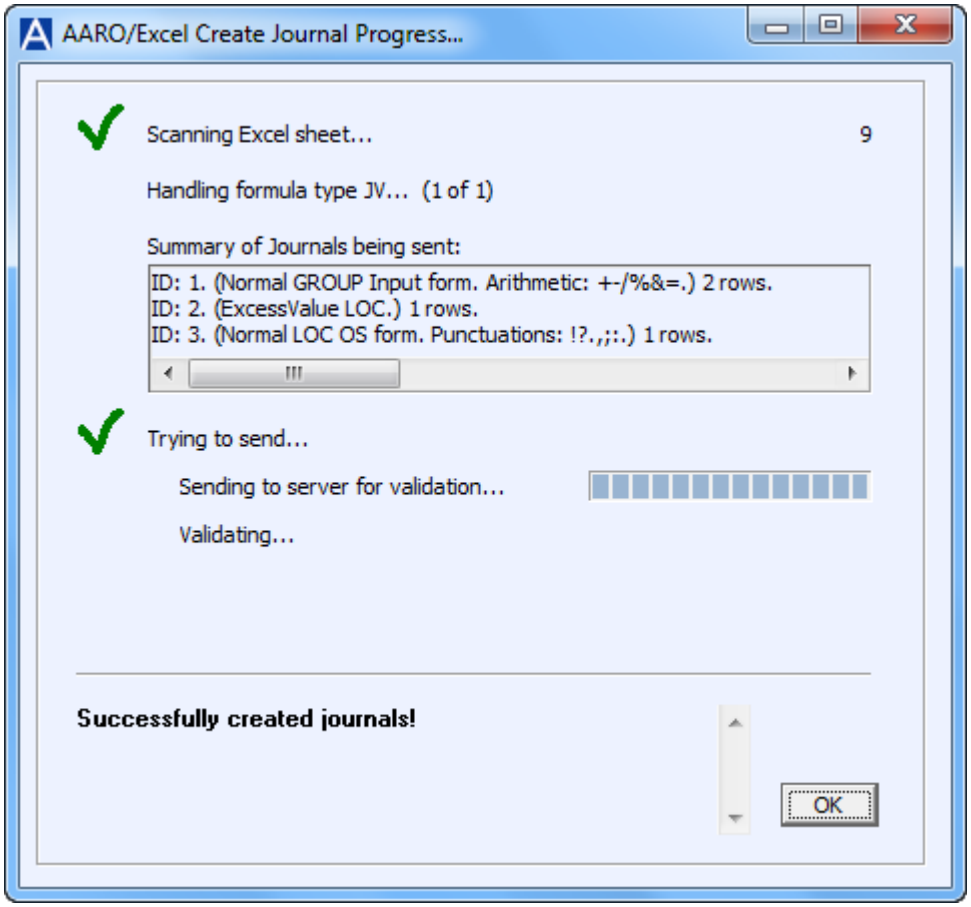

AARO/Excel Create Journal Progress...
Scanning Excel sheet...
9
Handling formula type JV... (1 of 1)
Summary of Journals being sent:
ID: 1. (Normal GROUP Input form. Arithmetic: +-/%&=.) 2 rows.
ID: 2. (ExcessValue LOC.) 1 rows.
ID: 3. (Normal LOC OS form. Punctuations: !?.,;:.) 1 rows.
Trying to send...
Sending to server for validation...
Validating...
Successfully created journals!
OK

Figure 3.5–6 Create journal status

If at one or more journals fail validation, then no journals are sent.

Note: the menus listed under AARO/AARO Send are not used when sending journals to AARO; the AARO/AARO Send menu is against all other formula types except journals.

3.5.3 Viewing data from AAROCreateNewJV in AARO

For reference, when journal data has been successfully sent to AARO, it can be viewed in the AARO application using the menu Data Entry/Journals.

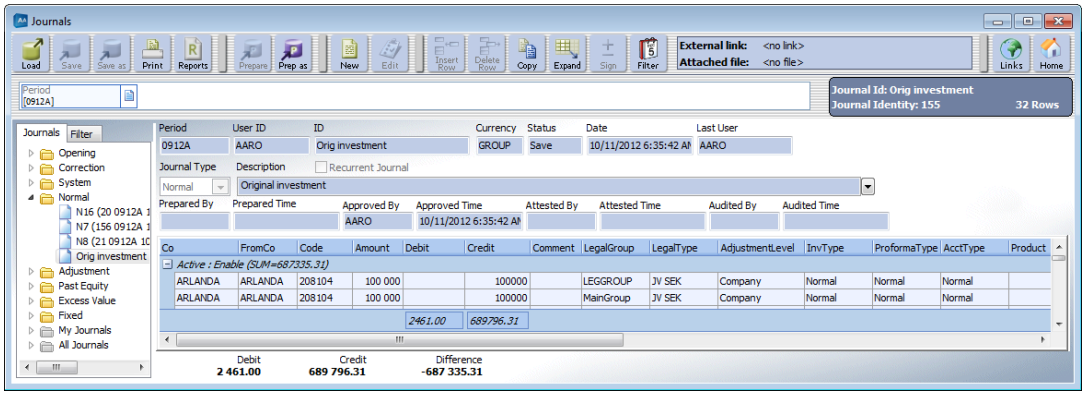


Figure 3.5–7 Viewing journals created from Excel

3.5.4 AAROSendText

AAROSendText is used for data reported through text forms. The AAROSendText formula in Excel contains the period, company, and the name of the text form associated with the entry. Data is then 'picked up' in cells directly to the right of the formula, and parameters follow the same order as you would find them in the relevant form in the AARO application, on the menu Data Entry/Input.

To help explain how the formula works, we have included an example of an AAROSendText formula below.

This example works with the formula arguments of period "0912A", company "ARLANDA", and text input form "SHARESSUBS".

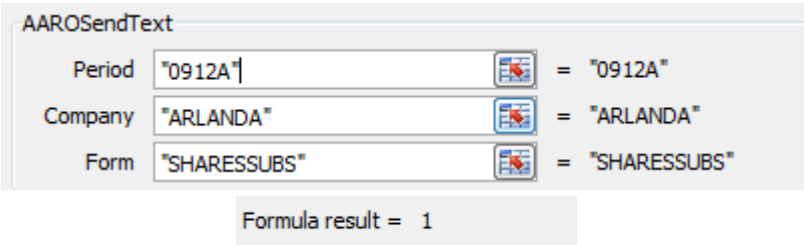


Figure 3.5–8 AAROSendText formula example

In the example given below, the formula was entered in cell A2, and the data relating to the text input form "SHARESSUBS" was entered in cells B2, C2, D2, E2, F2, G2, H2, and I2. i.e. the input form data was entered in the cells directly to the right of the AAROSendText formula.

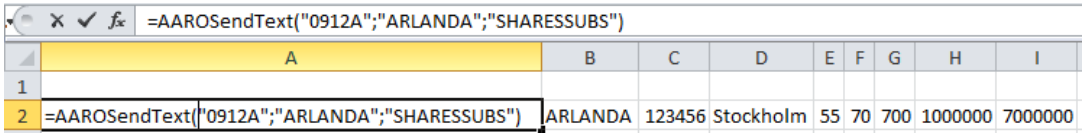

=AAROSendText("0912A";"ARLANDA";"SHARESSUBS")
A B C D E F G H I
1
2 =AAROSendText("0912A";"ARLANDA";"SHARESSUBS") ARLANDA 123456 Stockholm 55 70 700 1000000 7000000

Figure 3.5–9 AAROSendText formula example

The information which is sent against the text form ("SHARESSUBS" in this example), has to have the same style as you would find in the form in AARO application, menu Data Entry/Input.

Tip: the "Paste from AARO" menu can be very helpful for pasting header information into an Excel worksheet – this provides a helpful template for Excel data entry. Here is an example where input layout "SHARESSUBS" was pasted into cell B2. In the example below, easy data entry was facilitated for the formula contained in cell A6.

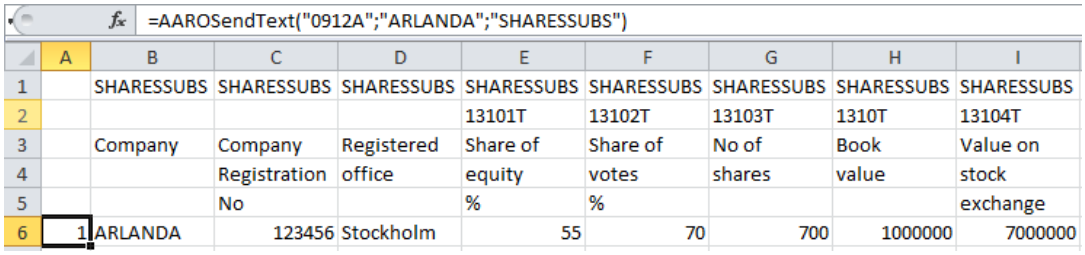

=AAROSendText("0912A";"ARLANDA";"SHARESSUBS")
A B C D E F G H I
1 SHARESSUBS SHARESSUBS SHARESSUBS SHARESSUBS SHARESSUBS SHARESSUBS SHARESSUBS SHARESSUBS
2 13101T 13102T 13103T 1310T 13104T
3 Company Company Registered Share of Share of No of Book Value on
4 Registration office equity votes shares value stock
5 No % % exchange
6 1 ARLANDA 123456 Stockholm 55 70 700 1000000 7000000

Figure 3.5–10 AAROSendText template example

Notes:

- 'Dimension Name' and 'Text Field Name' values are not sent to the database. These fields are required in the template but can be left empty.
- 'Text Field' with 'Content'='USERID' values are ignored, the current user is always identified.

3.5.5 Viewing data from AAROSendText in AARO

For reference: when text form data has been successfully sent to AARO, it can be viewed in the AARO application using the menu Data Entry/Input, and choosing the relevant form (the same form as referenced in the Excel formula for AAROSendText).

Here is a screenshot of how the information looks in a "SHARESSUBS" text input form in AARO:

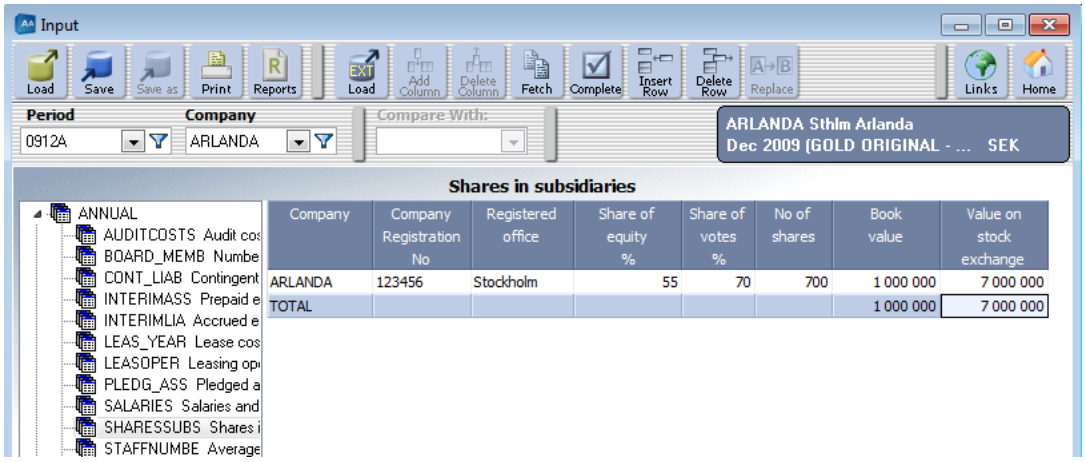


Figure 3.5–11 SHARESSUBS form data sent to AARO from Excel

Note: the order of the data entry fields in AARO (from left to right) is exactly the same as those entered in Excel for a text form.

3.5.6 ABSSendMatch

The ABSSendMatch formula is used to send intercompany transactions to AARO.

An example of an ABSSendMatch formula is outlined below, with detailed explanations of the parameters underneath.

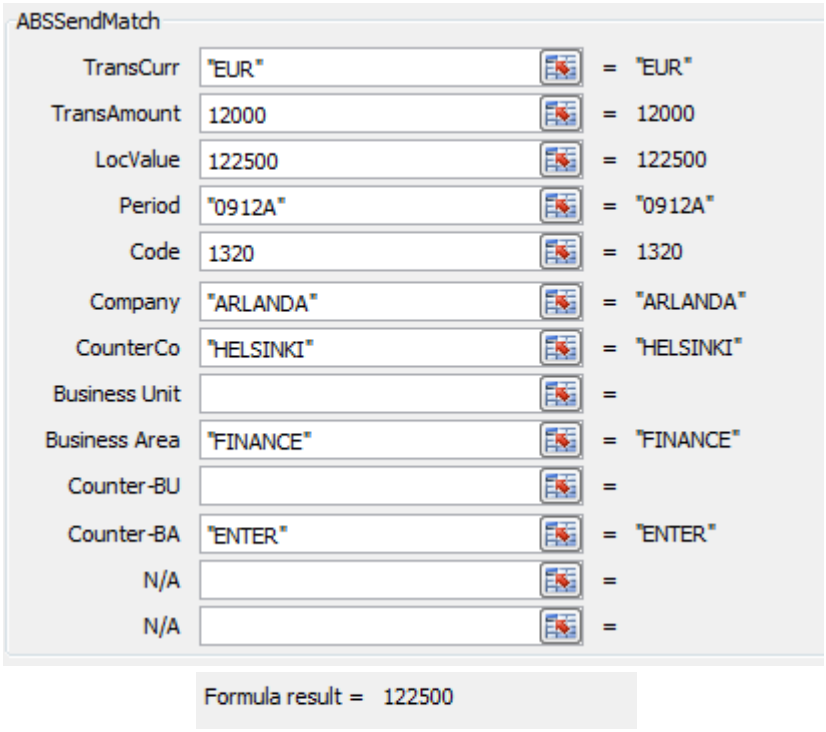


Figure 3.5–12 ABSSendMatch formula example

Field	Description
TransCurr	Transaction currency. This field should be completed in if it is used in the Match form.
TransAmount	Transaction amount: value in transaction currency, if used in the Match form. If the field is empty and transactions amounts are used in the match form, a zero value will be sent.
LocValue	Amount in the company's local currency. If the field is empty, a zero value will be sent.
Period	Period for which data is sent.
Code	Account code for which data is sent.
Company	Reporting company code.
CounterCo	Counter company code.
<own dimensions>	Dimension value – if the form is to be reported on a dimension level, a value for one of the reporting company dimensions (i.e. business unit) may be entered here.
<counter dimensions>	Dimension value – if the form is to be reported on a dimension level, a value for one of the counter company dimensions (i.e. business unit) may be entered here. Counter dimensions will depend on the system setup.

Note: Data sent with the same field values will be summed. Fields not presented in the form will be ignored. If the sent data matches an existing row, the row will be overwritten with the values sent from Excel.

3.5.7 Viewing data from ABSSendMatch in AARO

For reference: when data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Match.

A screenshot for the ABSSendMatch example illustrated above has been included here:

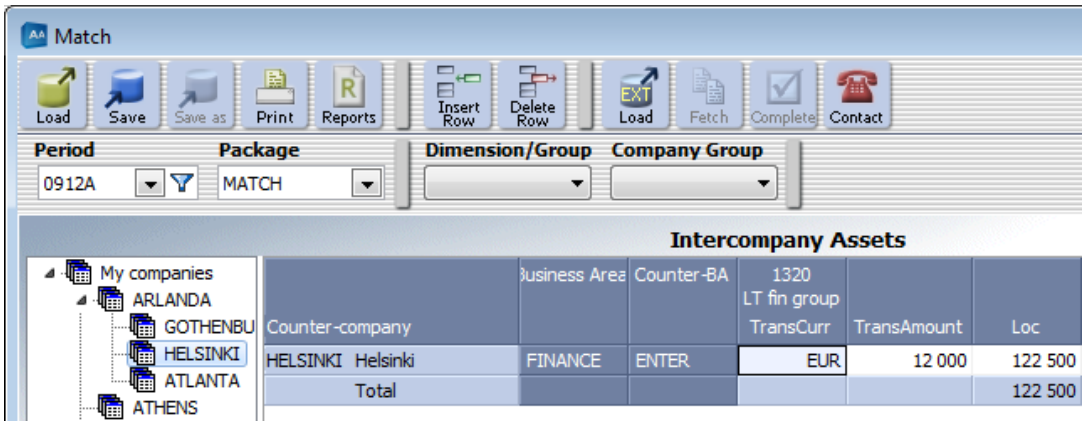


Figure 3.5–13 Match data sent from Excel to AARO

3.5.8 ABSSendOper

The ABSSendOper formula is used for sending data that is reported through input and matrix forms into the AARO database, and is an alternative process to manually entering data in AARO input forms.

Here is an example of an ABSSendOper formula:

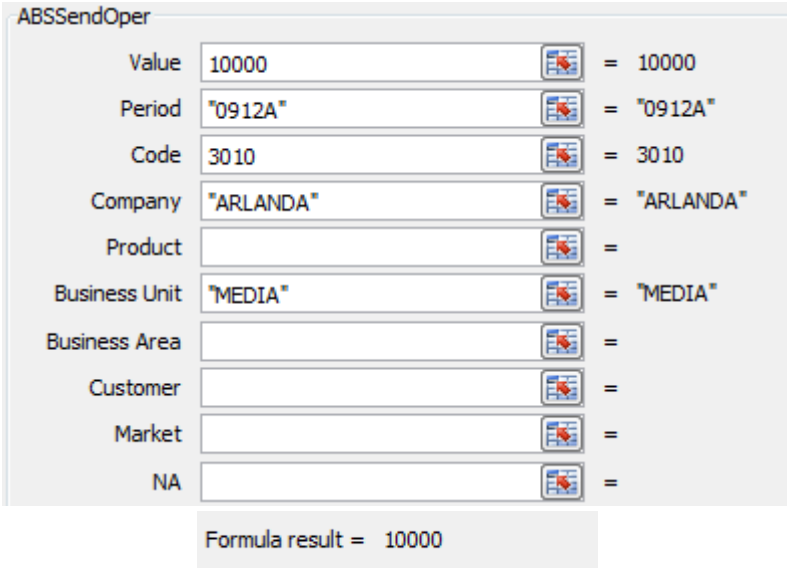


Figure 3.5–14 ABSSendOper formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Code	Account for which data is sent.
Company	Company for which data is sent, identified by company code.

Field	Description
<dimensions>	Dimension for which data is sent – if the form is to be reported on a dimension level, an appropriate value may be entered here. Dimensions will depend on the setup of the form, and upon which forms the system administrator has activated for the current period in the AARO application.
NA	Indicates that this field is not used. It is reserved for more dimensions.

If changes for a form are accepted through journals only, the **JV Adjustment** dialog is opened with the template for Adjustment journal to be created. For more information on adjustment journals, please refer to the section '3.2.12 Adjust financial information' in the AARO 14.0 User Manual.

3.5.9 Viewing data from ABSSendOper in AARO

For reference: when ABSSendOper data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Input and in Web reports.

In the example above, data was sent to the form IS_ALL, for the business unit "MEDIA", a screenshot has been included for reference here:

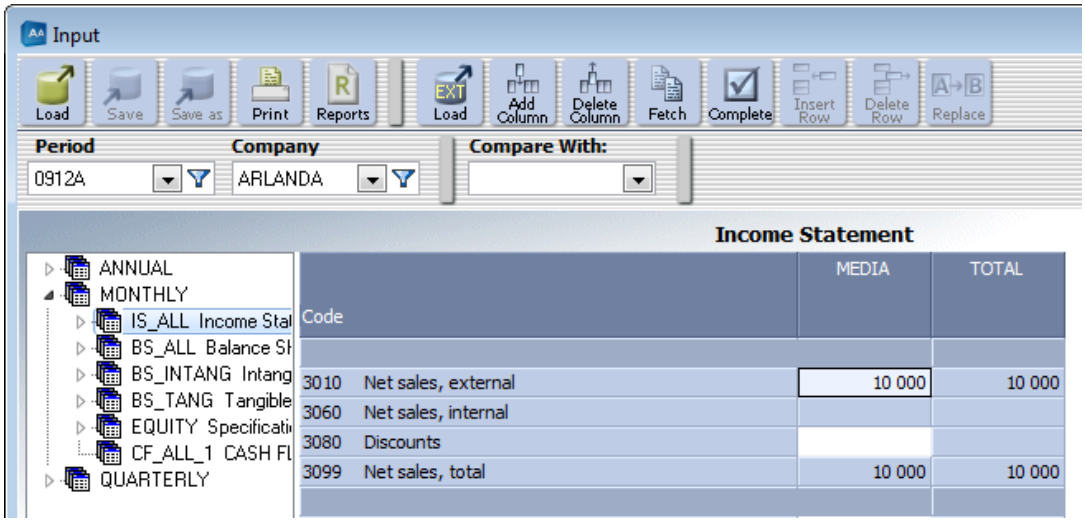


Figure 3.5–15 Input data sent from Excel to AARO

3.5.10 ABSSendOperFlex

The ABSSendOper formula is used for sending data that is reported through input and matrix forms into the AARO database, and is an alternative process to manually entering data in the AARO data entry input screens.

The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1 / Dim2 etc.

Here is an example of an ABSSendOperFlex formula in Excel:

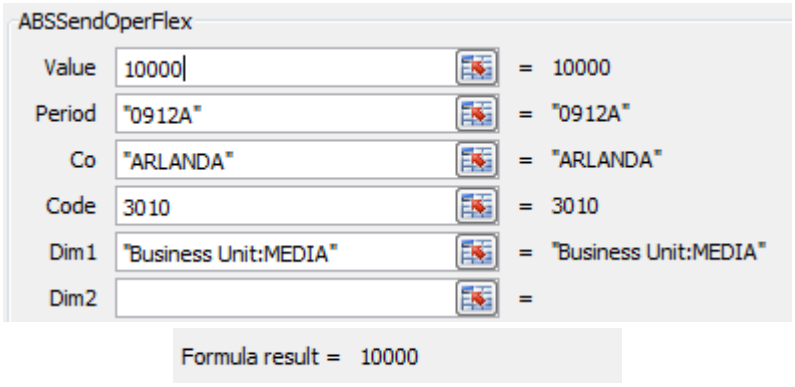


Figure 3.5–16 ABSSendOperFlex formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Co	Company for which data is sent, identified by company code.
Code	Account for which data is sent.
Dim1, Dim2, etc.	Dim1 – Dim20: these are defined by the dimension name such as "Market" or "Business Unit" (exact names vary depending on the dimensions setup in each AARO installation). The format for input is "dimension:dimension value". In the example above, the dimension, separator ":", and dimension values were given as "Business Unit:MEDIA". In the same way as other parameters, dimensions and dimension values may also be taken from individual cell reference, such as cell reference I48.

If changes for a form are accepted through journals only, the **JV Adjustment** dialog is opened with the template for Adjustment journal to be created. For more information on adjustment journals, please refer to the section '3.2.12 Adjust financial information' in the AARO 14.0 User Manual.

3.5.11 Viewing data from ABSSendOperFlex in AARO

ABSSendOperFlex data can be viewed in the AARO application in menu Data Entry/Input and Web reports in an appropriate form.

In the example above, data was sent to the form IS_ALL, for the business unit "MEDIA", a screenshot has been included for reference here:

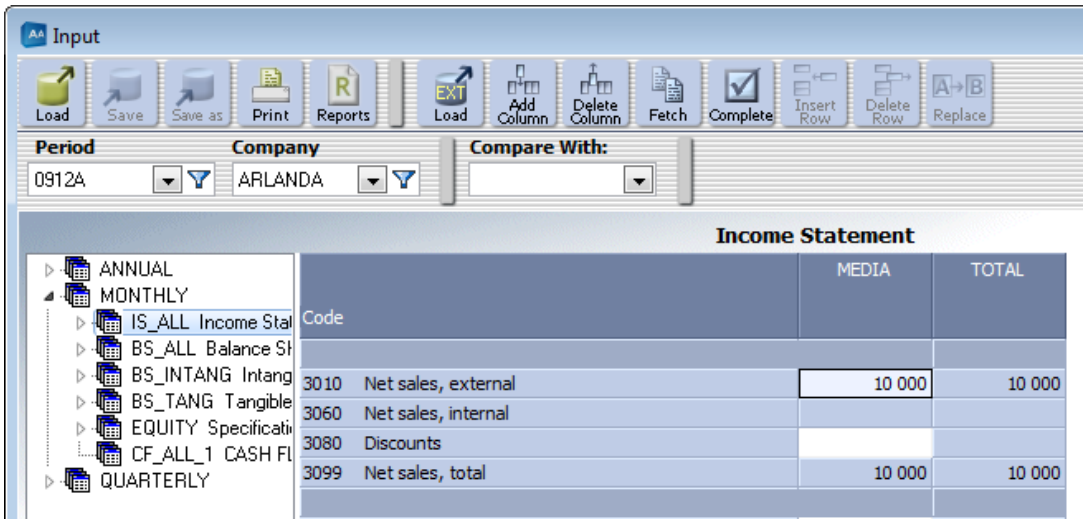


Figure 3.5–17 Data sent from Excel to AARO

3.5.12 ABSSendOS

'OS' is short for Orders and Sales (which is what OS forms have historically been used for) and OS forms are very similar to text forms. OS forms may, however, be used for any kind of data.

The ABSSendOS formula is used for sending data that is reported through OS forms into the AARO database, and is an alternative process to manually entering data in the AARO input forms.

For data to be transmitted from the ABSSendOS formula in Excel, to AARO an appropriate OS form must be set up to receive the data. In the case of the example given below, we set up an OS form in AARO specifically to handle this example.

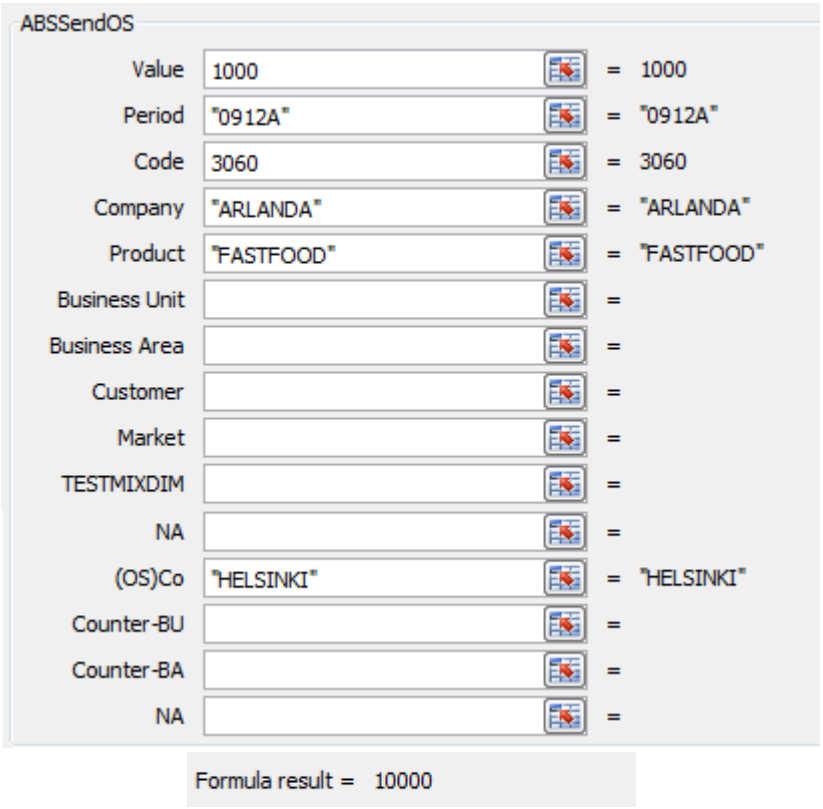


Figure 3.5–18 ABSSendOS formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Code	Account for which data is sent.
Company	Company for which data is sent, identified by company code.
<dimensions>	Dimension (i.e. Product) for which data is sent – if the form is to be reported on a dimension level, an appropriate value may be entered here. Dimensions will depend on the setup of the form, and upon which forms the system administrator has activated for the current period in the AARO application.
<counter values>	Counter values (i.e. (OS)Co – counter company) for which data is sent – if the form contains counter values. Counter values depend on system setup.
NA	Indicates that this field is not used. It is reserved for more dimensions and counter values.

Note: in this example: there are various parameters such as business unit and business area that did not need to be filled in: their contents are skipped in the program logic and therefore not sent to AARO.

3.5.13 Viewing data from ABSSendOS in AARO

For reference: when ABSSendOS data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Input and in Web forms, in the relevant OS (Order & Sales) form.

A screenshot example of an OS form setup for demonstration purposes is included here:

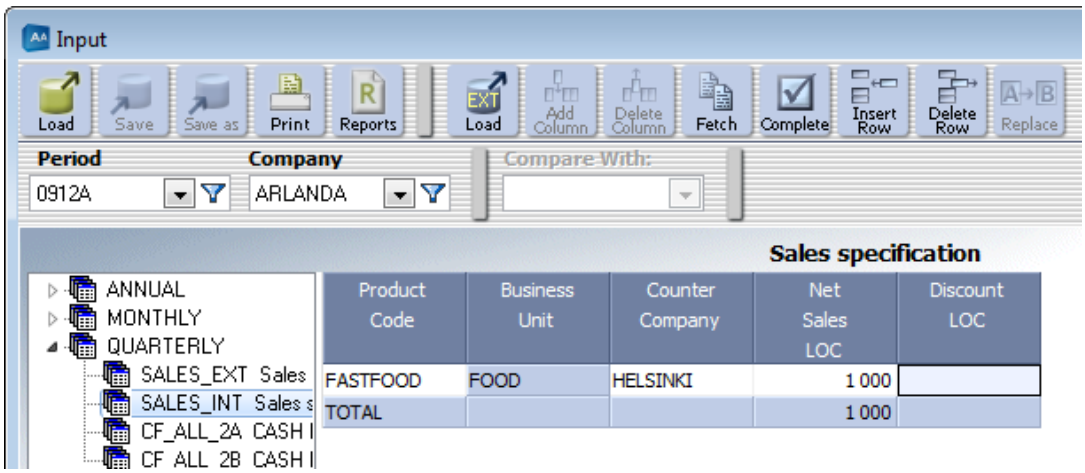


Figure 3.5–19 OS form data sent from Excel to AARO

3.5.14 ABSSendOSFlex

As indicated in the previous chapter, 'OS' is short for Orders and Sales (which is what OS forms have historically been used for). Send formulas containing the 'OS' formula send data into OS forms in AARO.

For data to be transmitted from an ABSSendOSFlex formula in Excel to AARO an appropriate OS form must be set up to receive the data. In the case of the example given below, we set up an OS form in AARO specifically to handle this example.

The ABSSendOSFlex formula is very similar to the ABSSendOS formula, except that dimensions defined in the formula are flexible. The "Flex" part of the formula allows users to define dimensions themselves, rather than according to predefined criteria – see Dim1, Dim2 etc.

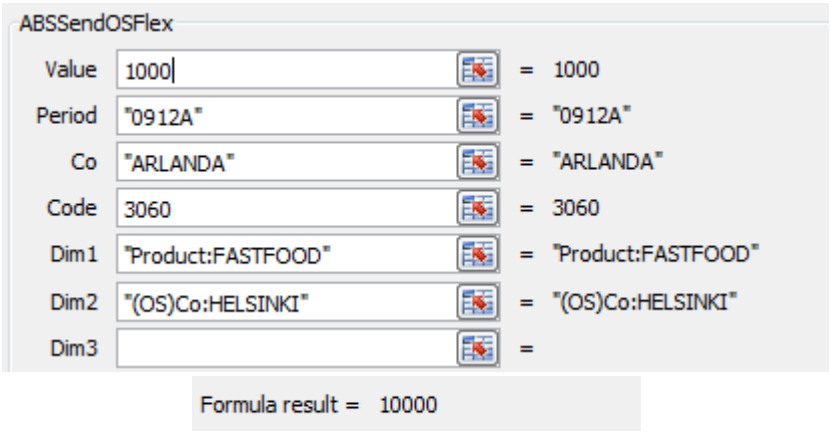


Figure 3.5–20 ABSSendOSFlex formula example

Field	Description
Value	Value to be sent.
Period	Period for which data is sent.
Co	Company for which data is sent, identified by company code.
Code	Account for which data is sent.
Dim1, Dim2, etc.	Dim1 – Dim20: these are defined by the dimension name such as "Buying Co" or "Customer" (exact names vary depending on the dimensions setup in each AARO installation). The format for input is "dimension:dimension value". In the first example specified above, the dimension, separator ":", and dimension values were given as "Product:FASTFOOD", "(OS)Co:ARLANDA". In the same way as other parameters, dimensions and dimension values may also be specified from individual cell references.

3.5.15 Viewing data from ABSSendOSFlex in AARO

For reference: when ABSSendOSFlex formula data has been successfully sent to AARO, it can be viewed in the AARO application on the menu Data Entry/Input and in Web reports, in the relevant OS (Order & Sales) form.

A screenshot example of an OS form setup for demonstration purposes is included here:

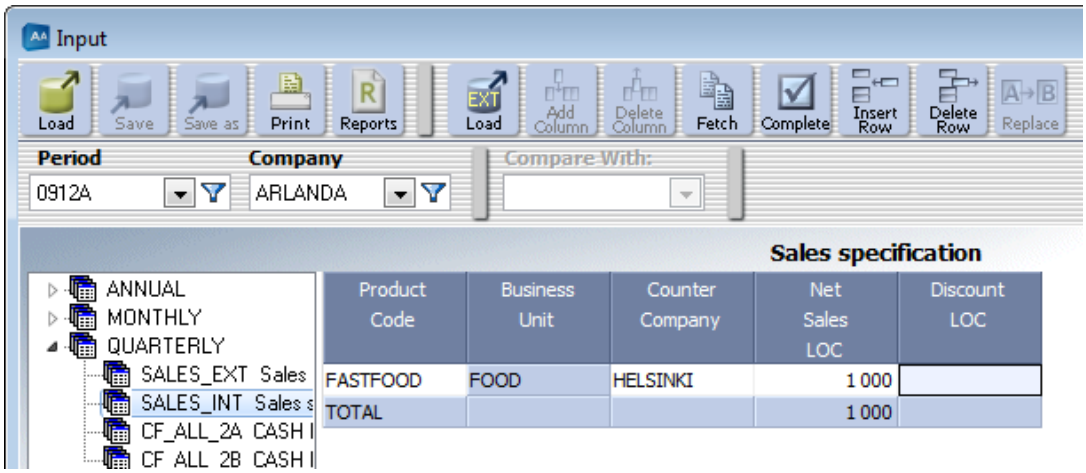


Figure 3.5–21 OS form data sent from Excel to AARO

3.6 Send information from Excel to AARO

When the relevant formulas and data cells have been completed, information is sent from Excel to AARO or file using the menu **AARO Send**.

The user can then choose one of the options:

Option	Action
All to Database	Send data from all open Excel workbooks to AARO application.
Sheet to Database	Send data from the open Excel worksheet to AARO application.
Multiple Sheets	Send data from multiple Excel worksheets to AARO application. In this scenario, the user is presented with a choice of which worksheets he or she would like to send.
to File	Send data to a file which can be picked up by AARO or another application later.

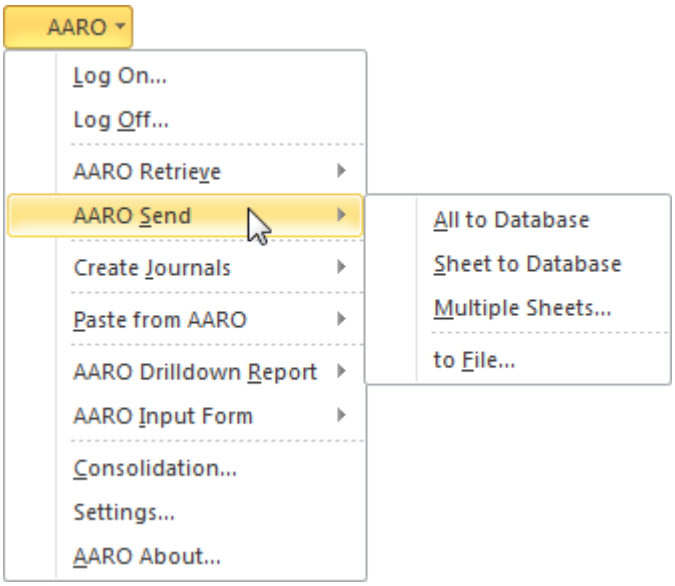


Figure 3.6–1 Sending data from Excel to AARO

3.7 Validation

When data is transmitted to AARO, a dialog box appears informing the user whether the data has been successfully transmitted.

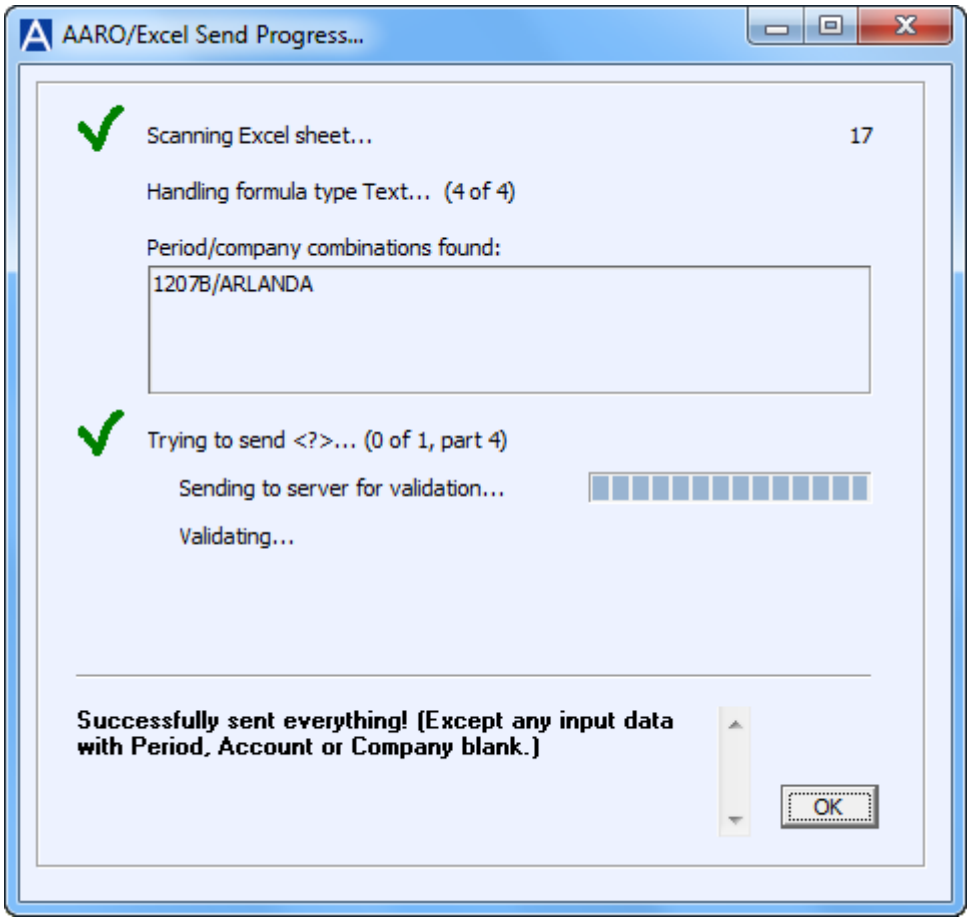

AARO/Excel Send Progress...
Scanning Excel sheet...
17
Handling formula type Text... (4 of 4)
Period/company combinations found:
1207B/ARLANDA
Trying to send <?>... (0 of 1, part 4)
Sending to server for validation...
Validating...
Successfully sent everything! (Except any input data with Period, Account or Company blank.)
OK

Figure 3.7–1 Excel data send progress

If data cannot be sent from Excel to AARO, a dialog box appears showing validation errors. The content of this dialog box will depend on the errors returned from the AARO application.

When you send data to AARO, the information is grouped by period/company combinations. It is recommended that one period/company combination does not contain more than 10000 entries when sending to AARO.

If you get a validation error, all of the records against the period/company combination in the error message do not get sent.

For data to be sent successfully to AARO, these errors must be fixed before the process of sending data is completed. For reference, an example containing some validation errors has been included below:

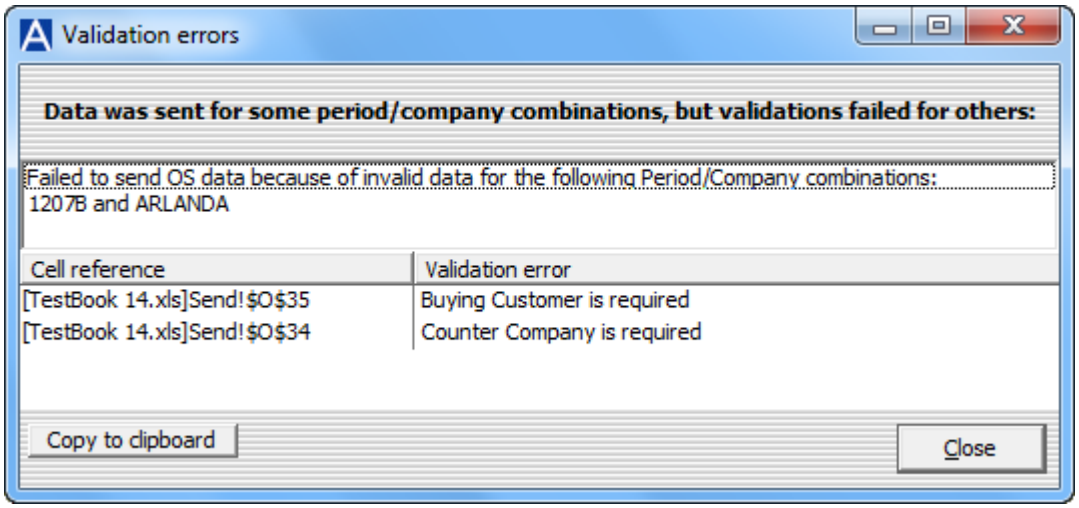

Validation errors
Data was sent for some period/company combinations, but validations failed for others:
Failed to send OS data because of invalid data for the following Period/Company combinations:
1207B and ARLANDA
Cell reference
Validation error
[TestBook 14.xls]Send!$O$35
Buying Customer is required
[TestBook 14.xls]Send!$O$34
Counter Company is required
Copy to clipboard
Close

Figure 3.7–2 Excel data send validation errors

3.8 Further Excel formulas

Excel send formulas can be combined with Excel retrieve formulas and Excel drill down reports. For further reference to those formulas, please refer to the appropriate chapter of the user manual.

4. Excel drill down reports

Excel drill down reports can be used in a similar way to drill down reports in the AARO application.

Working with Excel instead of the AARO application brings various advantages and disadvantages, depending on which task the user is working with.

For example, in Excel drill down reports you can also take advantage of all Excel features such as formatting, calculations, connectivity to the Excel chart wizard, and so on. However, some users may find that it easier to drag and drop report criteria and visualize information within AARO drill down reports.

AARO's drill down reports combined with full Excel connectivity gives users complete support for all of their reporting requirements.

4.1 Accessing Excel drill down reports

There are two ways to access Excel drill down reports:

- Use 'Live Copy to Excel' on the AARO application menu **Reports/Drill Down**.
- Login to AARO from Microsoft Excel. Go through the menu **AARO/AARO Drilldown Report**.

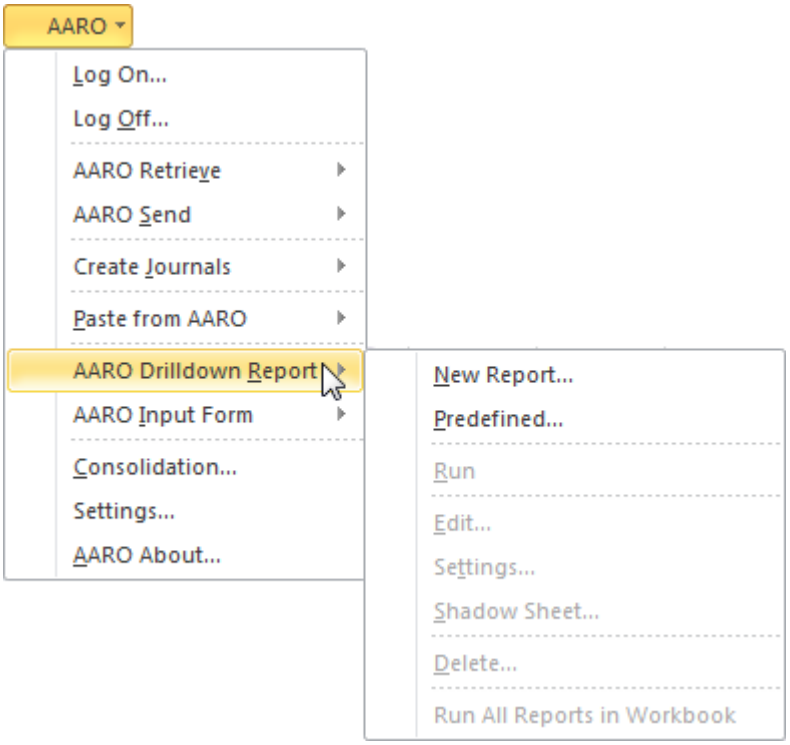


Figure 4.1–1 AARO drill down reports menu

4.2 'Live Copy to Excel' from the AARO application

This section describes how to copy a drill down report from the AARO Windows client to Excel, keeping all drill down functionality active in an Excel workbook.

To perform copy to Excel from AARO, follows these steps:

1. Log in to the AARO application, and open the menu **Reports/Drill Down**.

2. Create a drill down report as required.

3. Press the **Copy** button, and choose the **Live Copy to Excel** option:

   - **New Workbook**: opens the Microsoft Excel application, and replaces sheet 1 with an Excel drill down report containing the AARO drill down report data.
   - **New Sheet**: copies the AARO drill down report data to a new worksheet in the open Excel workbook.

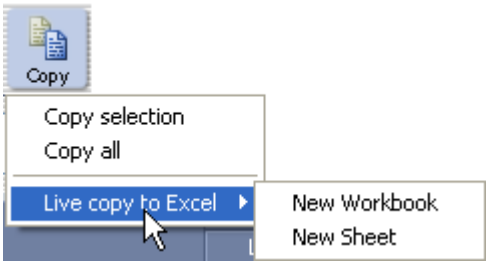


Figure 4.2–1 Live copy to Excel

4. Choose to enable macros if necessary, and the new Excel workbook or worksheet will be displayed with the copied report.

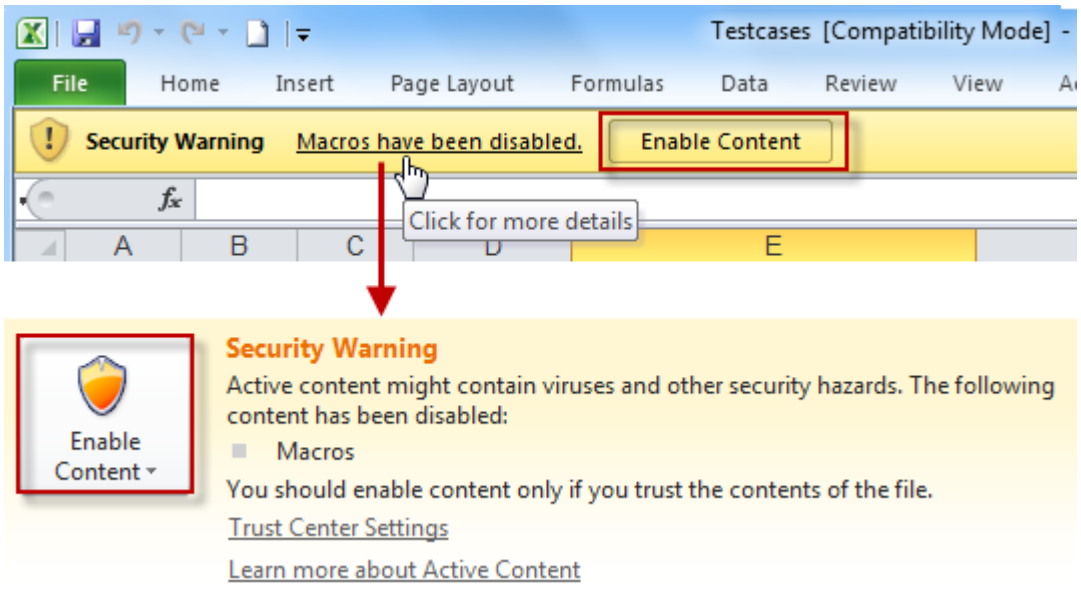


Figure 4.2–2 Enabling macros in Excel

4.3 Create a drill down report in Excel

To create a new Excel drill down report:

1. Go to the **AARO** menu **AARO Drilldown Report/New Report**. This option is also available using the right mouse button.

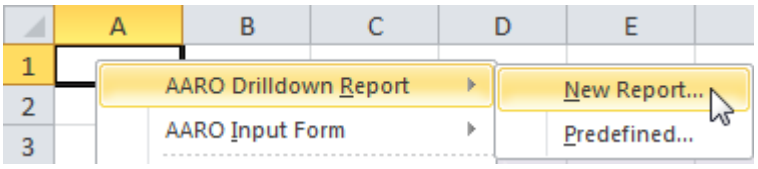


Figure 4.3–1 Creating a new report

2. In the **Report order** window, enter report heading and select the report type:

   - **Regular Drill-down** – report of type Input;
   - **Matrix** – report of type Matrix.

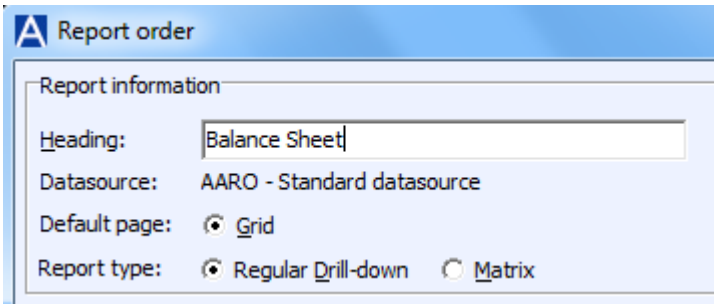


Figure 4.3–2 Report general information

3. Select report criteria as described in 4.4 Criteria for a drill down report.

4. When criteria are defined, press **OK** and the report will be loaded in the sheet.

4.4 Criteria for a drill down report

The following criteria are mandatory for any drill down report: Period, Currency, Account or Report Layout or Matrix Layout.

When creating a drill down report,

1. Define report criteria for:

   - Fixed data: data for the report output.

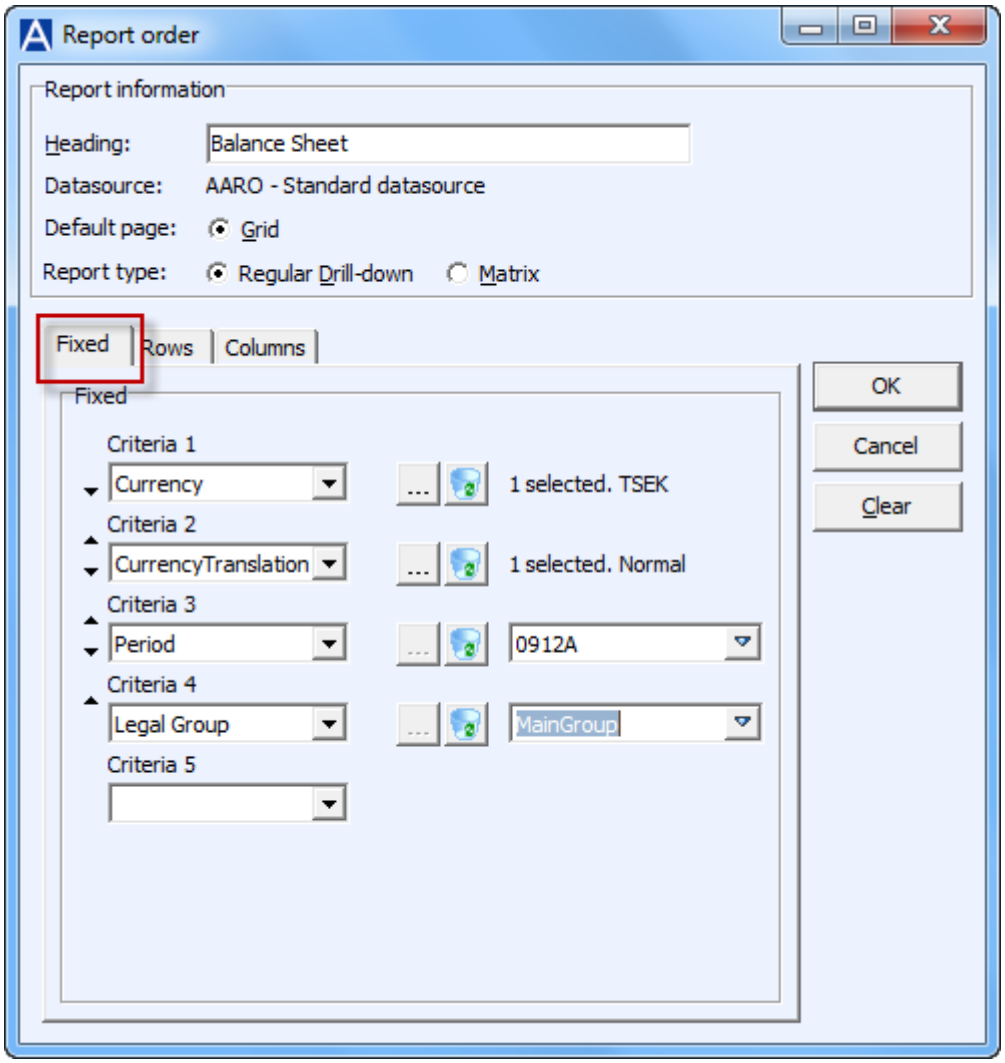


Figure 4.4–1 Setting up drill down report criteria in Excel

- Rows: rows displayed in the report output.

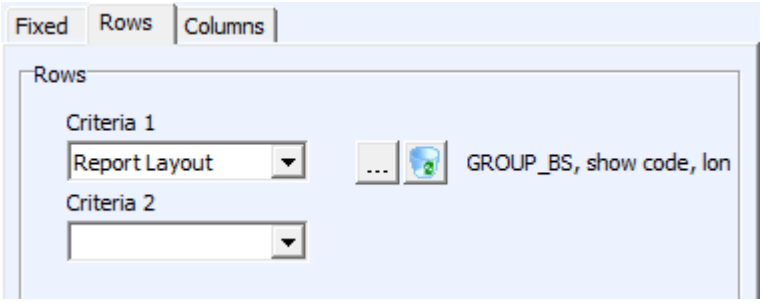


Figure 4.4–2 Setting up drill down report rows in Excel

- Columns: columns displayed in the report output.

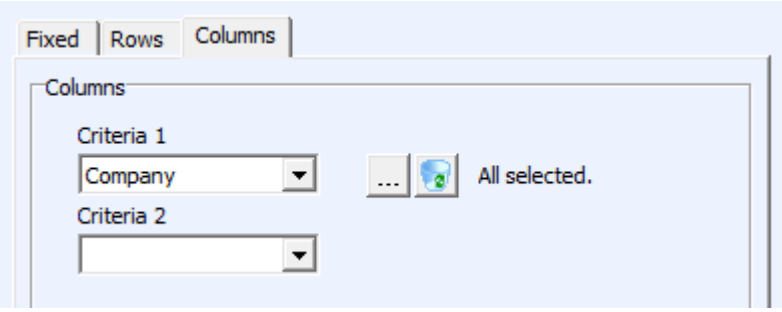


Figure 4.4–3 Setting up drill down report columns in Excel

2. To add or change criteria, choose appropriate criteria from the drop down lists:

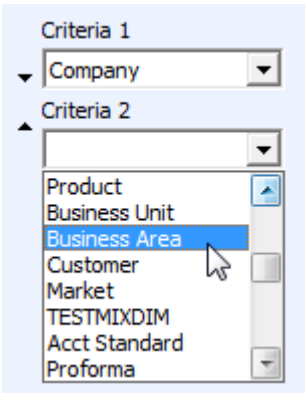


Figure 4.4–4 Selecting drill down report criteria in Excel

3. Select value/s from the drop-down next to the criteria.

Figure 4.4–5 Selecting values

4. To change criteria, press the ... button and choose data from the list presented (see selection dialog box below).

5. To delete the selected criteria, press the delete button next to the criteria you wish to delete.

6. To move criteria order, press move up or move down buttons.

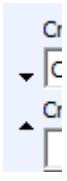


Figure 4.4–6 Move up and move down buttons.

Options such as adding or removing report totals, grand totals, percentages, calculated items are also available from the selection dialog box, along with options for changing sort order:

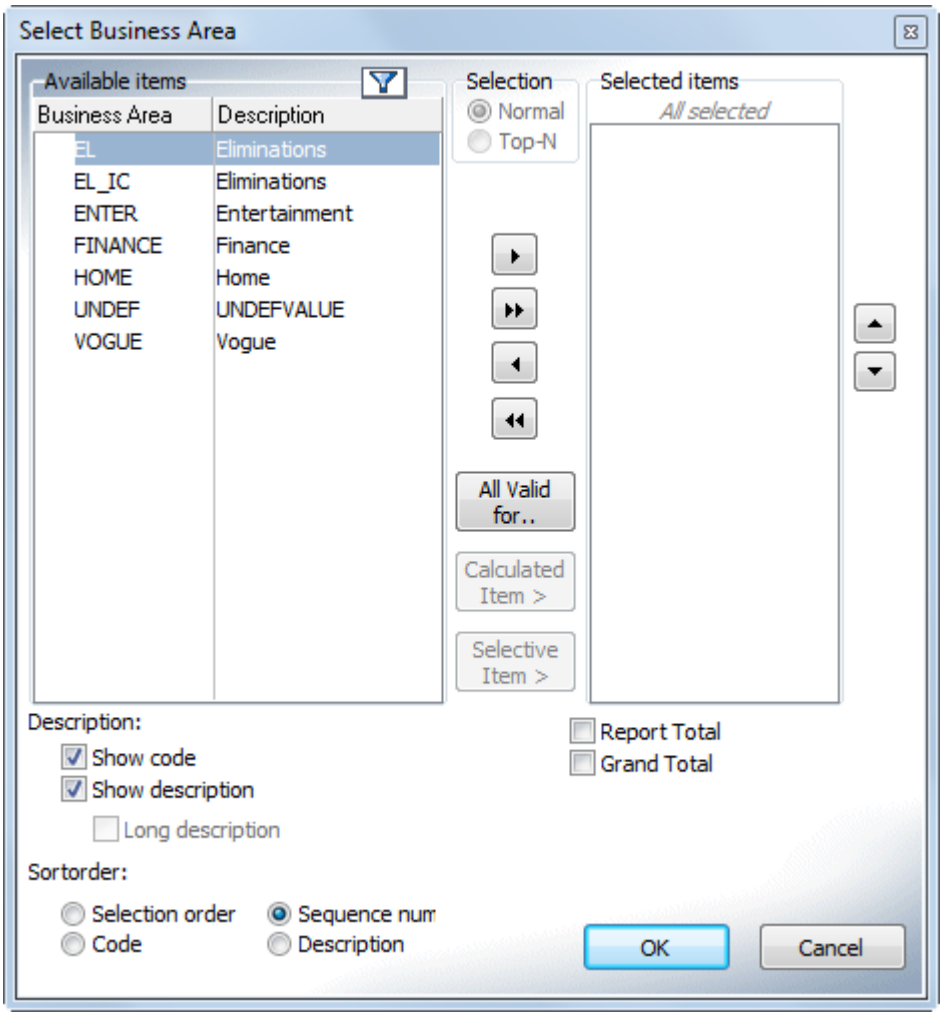


Figure 4.4–7 Selecting parameter values for a drill down report in Excel

Note: users may prefer to filter data using the filter button to refine selection criteria, for example by choosing business areas that are in the range 3000–3999.

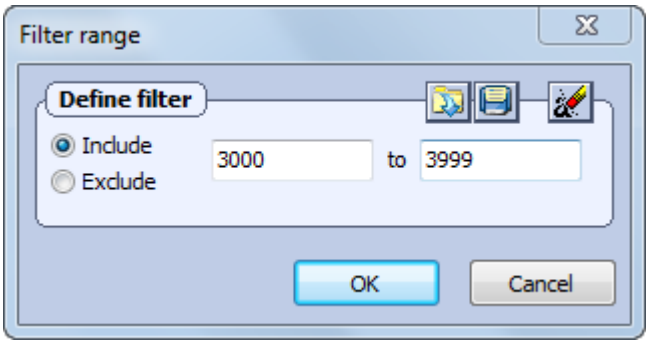


Figure 4.4–8 Filtering parameter values for a drill down report in Excel

4.5 Predefined drill down reports

To execute a predefined drill down report:

1. On the **AARO** menu, select **AARO Drilldown Report/Predefined**. This option is also available via the right mouse button:

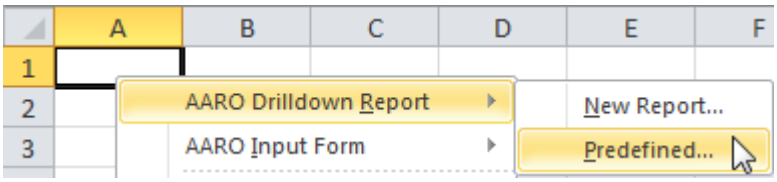


Figure 4.5–1 Running a saved drill down report in Excel

2. Select a predefined report ('Income Statement – Group Legal' in the example provided here):

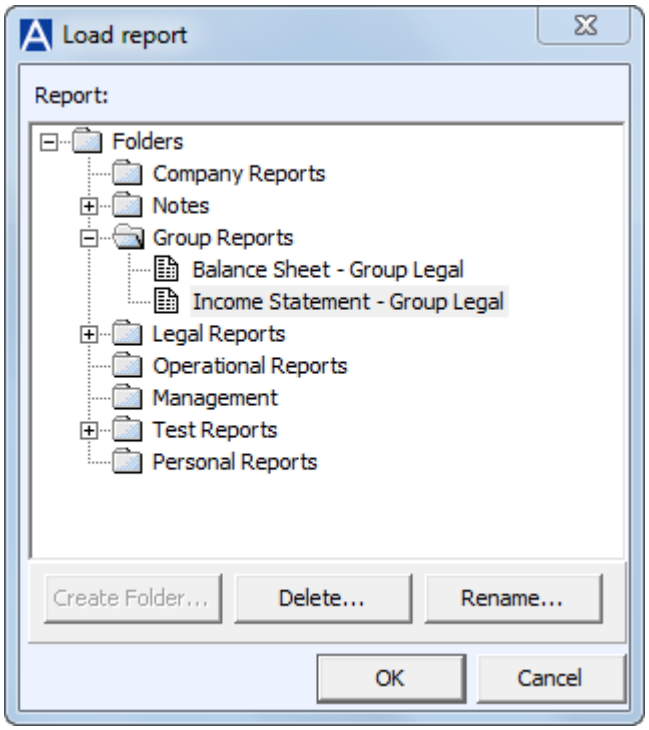


Figure 4.5–2 Selecting a saved drill down report in Excel

3. If a report saved in the Web client is not supported in Excel, the warning appears:

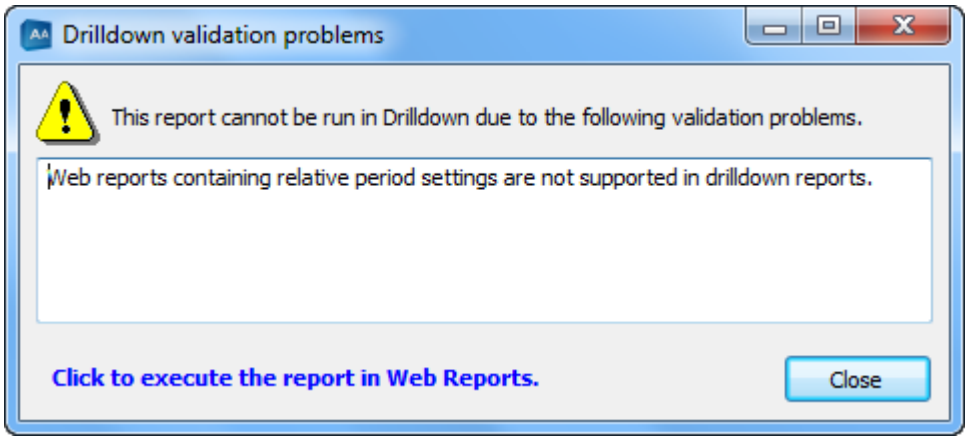

Drilldown validation problems
This report cannot be run in Drilldown due to the following validation problems.
Web reports containing relative period settings are not supported in drilldown reports.
Click to execute the report in Web Reports.
Close

Figure 4.5–3 Warning that the report is not supported in Windows client

Press the **Click to execute the report in Web Reports** link to run the report in Web client.

4. Make further selections if necessary.

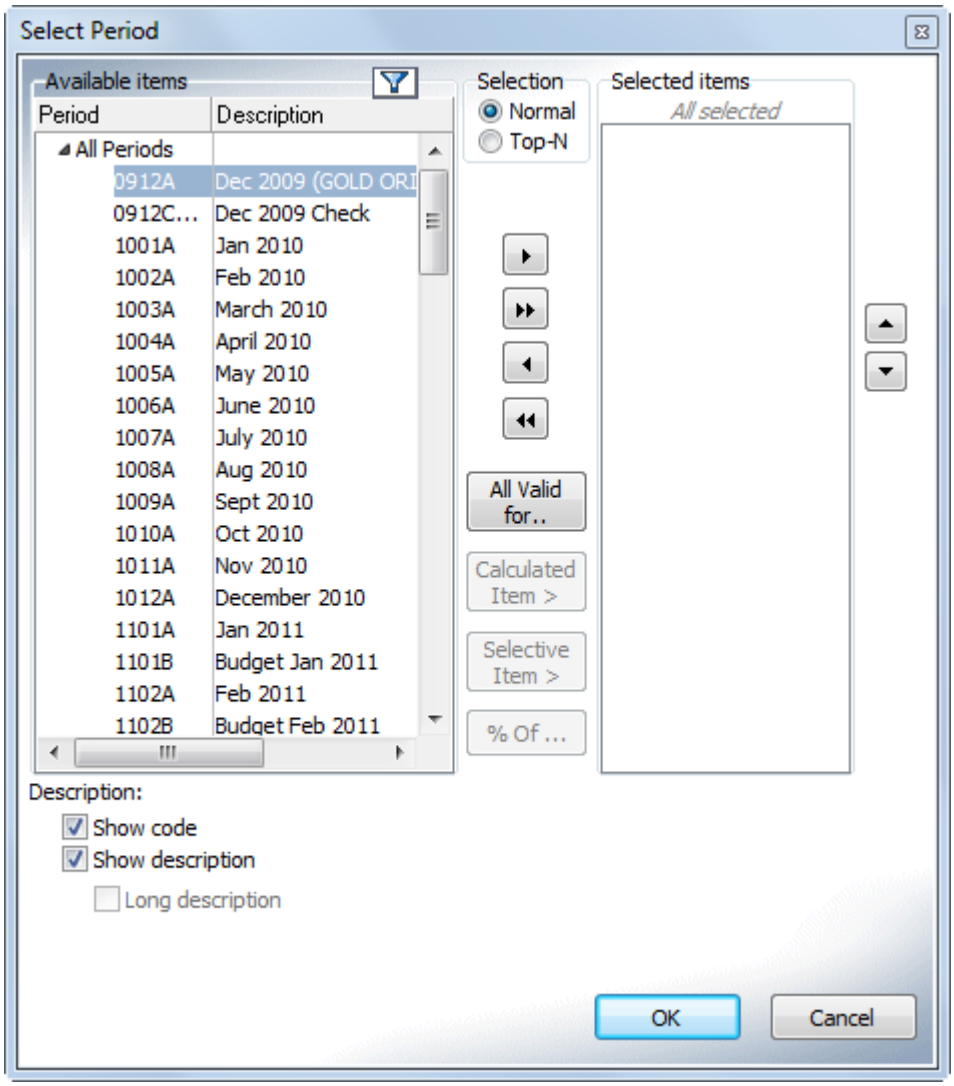


Figure 4.5–4 Selecting a period for a drill down report in Excel

The AARO report will then be pasted onto the active worksheet; the user can then manipulate and format the data in Excel as desired.

4.6 Right mouse button functions

One of the key features of working with AARO in combination with Excel is the ability to work with the right mouse button to 'call-up' dynamic functions.

Depending on the cell selected when the right mouse button is clicked, many different features may be accessed such as edit settings, delete, run a report, change report criteria, and choose drill down criteria.

The example below shows how it is easy to change the report currency by pressing the right mouse button on the cell containing currency information in the report header. In the report example below, clicking right mouse on cell A3 enables the user to change currency.

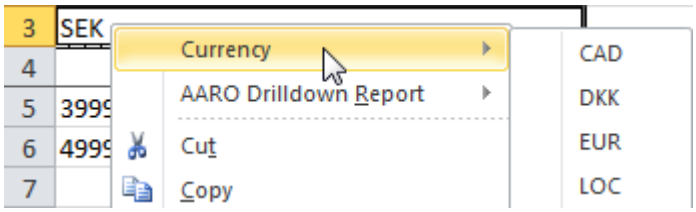


Figure 4.6–1 Changing currency using the right-click menu

In the same way the other report criteria can be changed, e.g. period.

4.7 Drill down options

Pressing the right mouse button on rows, columns or cells in Excel drill down reports allows the user to generate greater report detail as required, and drill down into report information.

This example shows a column being drilled down by reporting currency:

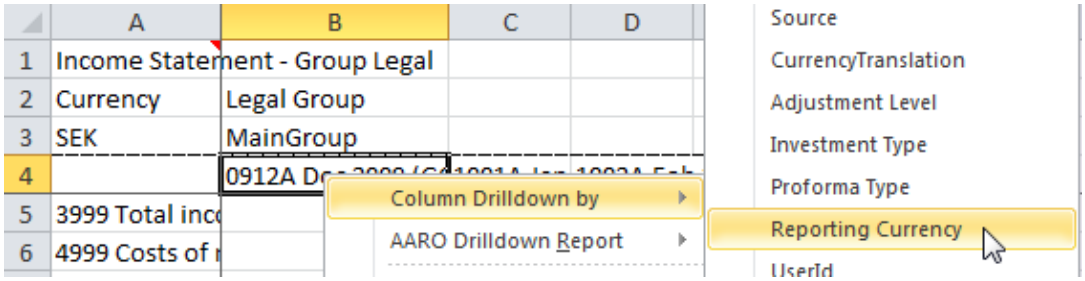


Figure 4.7–1 Drilling down column by reporting currency

When a report has been drilled down for refined criteria, the drilldown report opens in a new Excel worksheet:

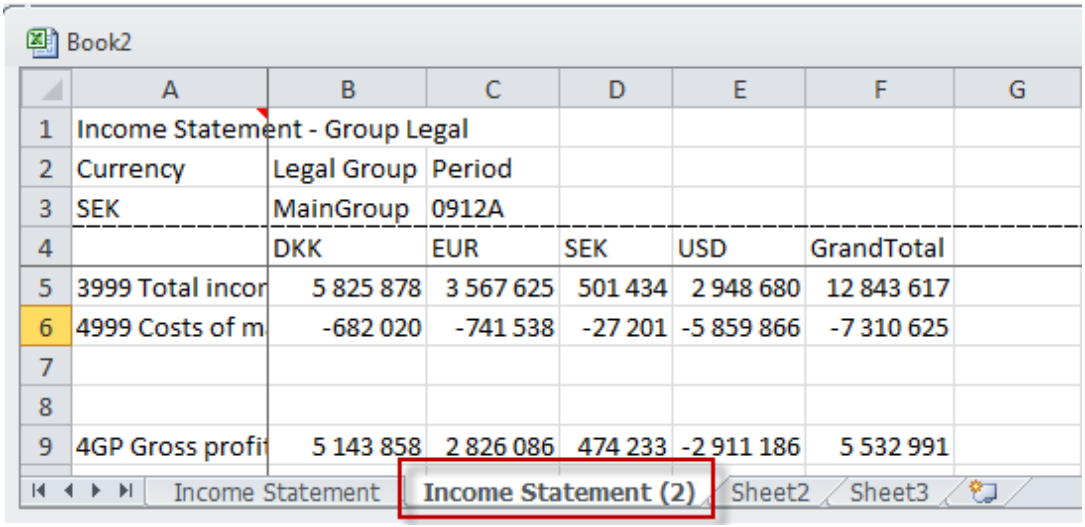


Figure 4.7–2 Drill down report on the new worksheet in Excel

It is possible to keep drilling down into columns, rows or cells many times; every time a new drill down operation is performed, a new worksheet is opened.

4.8 Run a drill down report in Excel

Choosing **Run** from the **AARO Drilldown Report** menu (either from the AARO menu or by clicking the right mouse button) gives user the option to run (refresh) a drill down report. This is particularly useful for refreshing reports when source data in AARO has been changed.

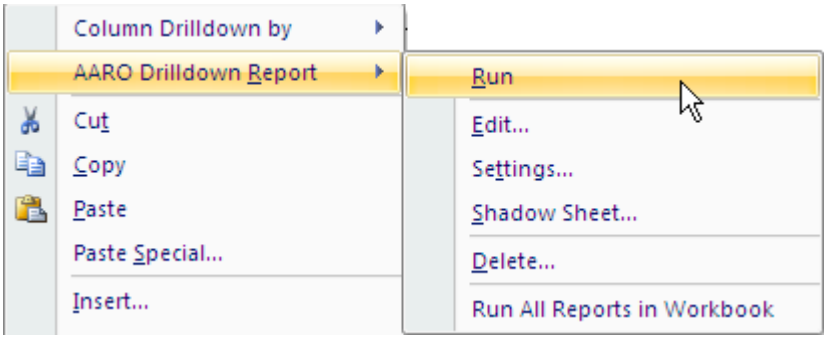


Figure 4.8–1 Running a drill down report in Excel

4.9 Edit a drill down report in Excel

To edit a drill down report, choose **Edit** from the **AARO Drilldown Report** menu (either from the AARO menu, or by clicking the right mouse button)

From here it is possible to edit report criteria in the same way as outlined in 4.4 Criteria for a drill down report.

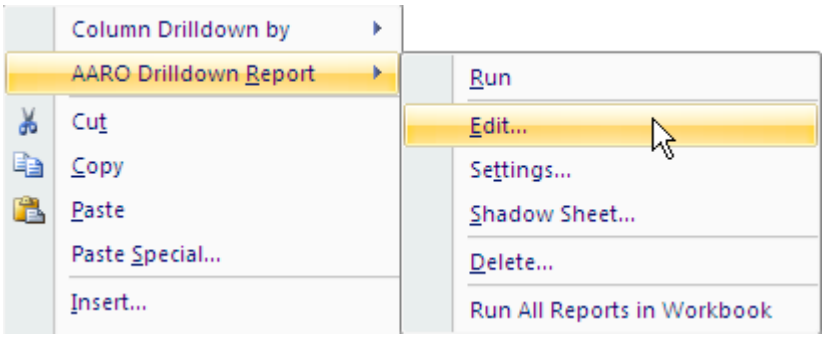


Figure 4.9–1 Editing a drill down report in Excel

4.10 Drill down report settings in Excel

Report settings can be changed as follows:

1. Choose **Settings** from the **AARO Drilldown Report** menu.

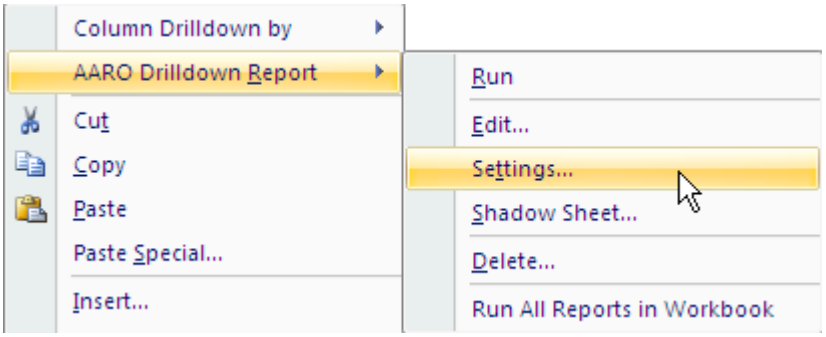


Figure 4.10–1 Setting up a drill down report in Excel

2. Choose to change report layout:

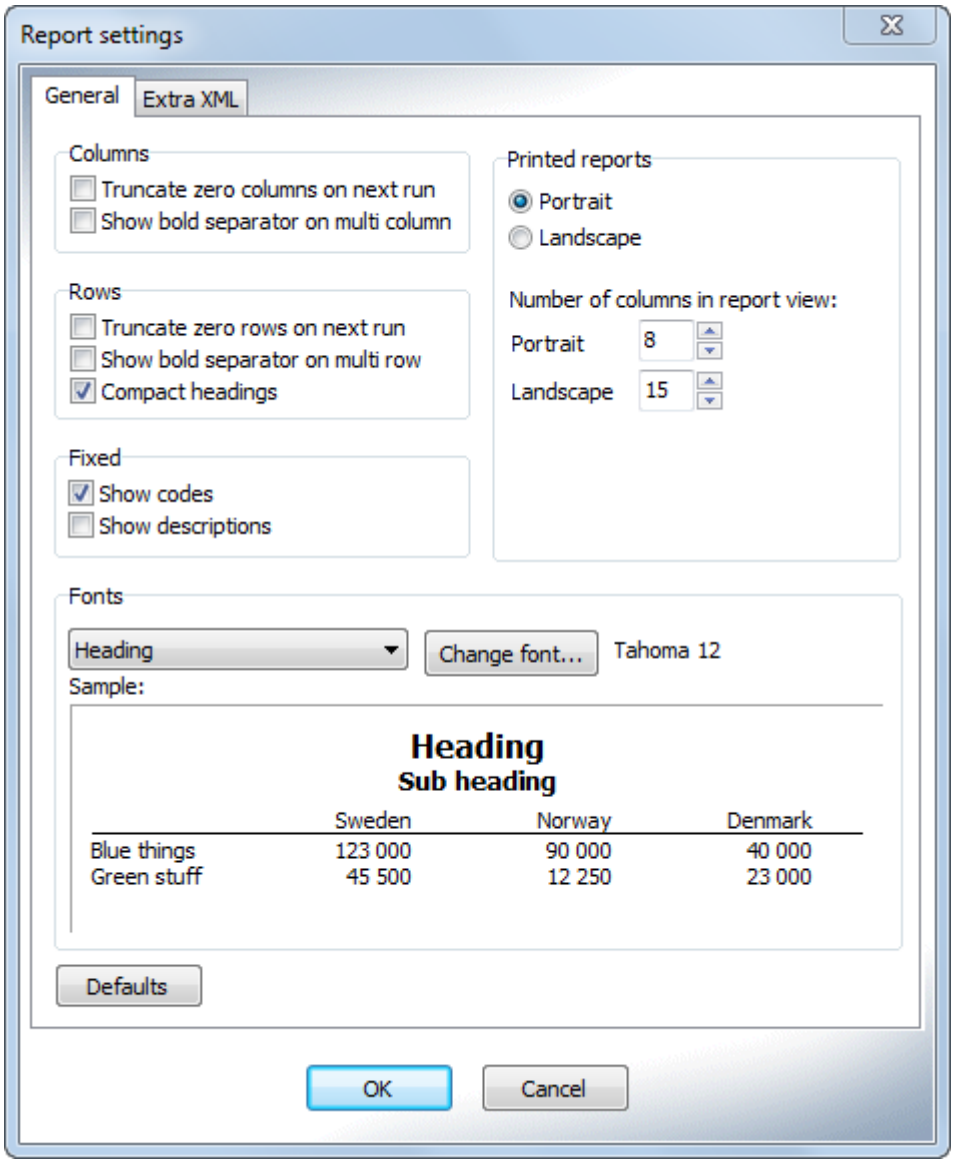


Figure 4.10–2 Changing drill down report settings in Excel

Report settings have the following fields and buttons:

Section	Field/button	Description
Columns	**Truncate zero columns on next run**	If ticked, blank columns will be truncated on next report run. If cleared, blank columns will be shown. This setting is not applied to a parameter with All values selected.
	Show bold separator on multi column	If ticked, the bold line will divide multiple columns. If cleared, a regular line will divide multiple columns. This setting works only when the 'Compact headings' setting is ticked.

Section	Field/button	Description
Rows	**Truncate zero rows on next run**	If ticked, blank rows will be truncated on next report run. If cleared, blank rows will be shown. This setting is not applied to a parameter with All values selected.
	Show bold separator on multi row	If ticked, the bold line will divide multiple rows. If cleared, a regular line will divide multiple rows.
	Compact headings	If ticked, row headings (if several) are shown in one column. If cleared, row headings (if several) are shown in several columns.
Fixed	**Show codes**	If ticked, codes for fixed report parameters are shown.
	Show descriptions	If ticked, description for fixed report parameters is shown.
Printed reports	**Portrait**	If selected, the report in the print preview mode will be shown in the portrait format.
	Landscape	If selected, the report in the print preview mode will be shown in the landscape format.
	Number of columns in report view	Number of columns printed on one page in the print preview mode.
Fonts	**Change font**	Font for the printed report is set up here. In the drop-down field, select a report element and press the 'Change font' button. Set up font and press OK. The selected font will be shown in the preview below. This setting overrides report layout settings set up on the menu Utilities/Edit Report Layouts.
	Defaults	Pressing this button sets up report settings to default.

4.11 Shadow sheet

The **Shadow Sheet** menu provides options to paste drill down report values into another sheet or sheets in a workbook.

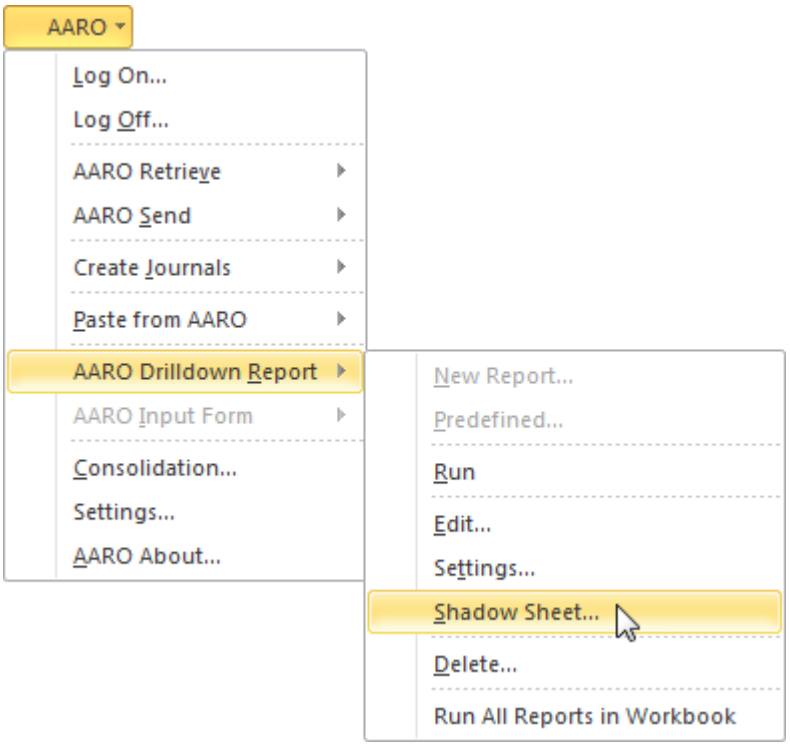


Figure 4.11–1 Pasting drill down report values to another sheet in Excel

After choosing **Shadow Sheet**, enter the sheet number for a shadow sheet.

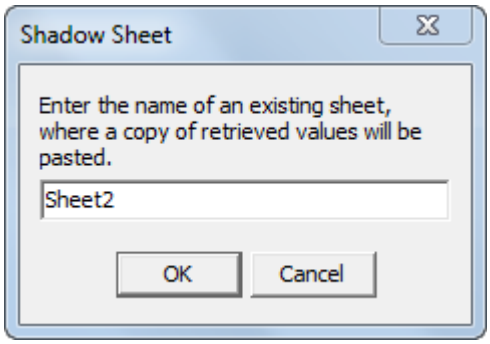


Figure 4.11–2 Selecting a sheet to paste drill down report values in Excel

When **Run** is pressed, data will be pasted onto the shadow sheet (sheet2 in the example above) as well as updated on the open worksheet. This enables users to update multiple worksheets with AARO drill down data simultaneously.

4.12 Delete a drill down report from Excel

Choosing **Delete** from the **AARO Drilldown Report** menu deletes the drill down report from the excel sheet. Follow the instructions to confirm deletion.

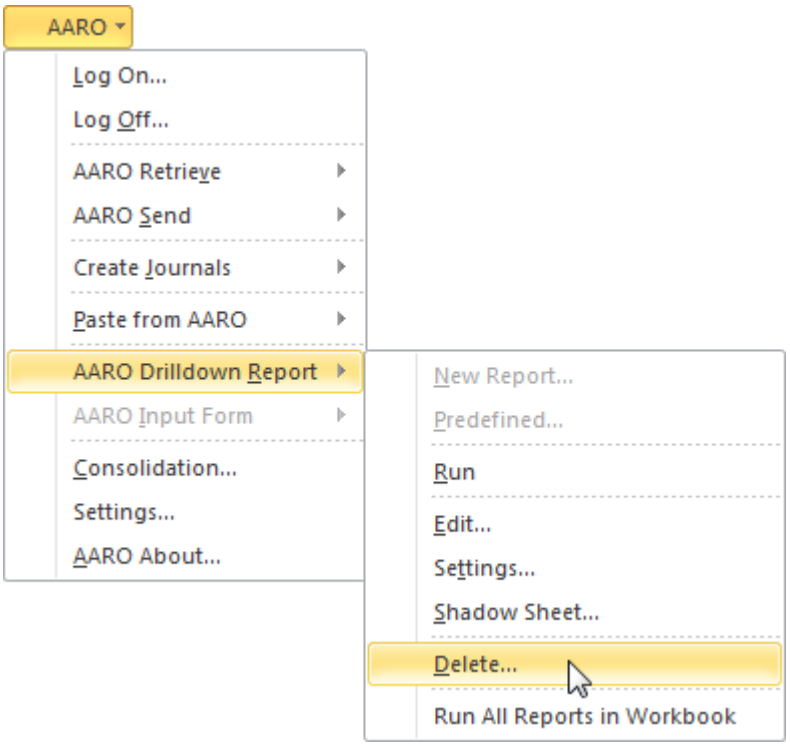


Figure 4.12–1 Deleting a drill down report from Excel

Note: although values may still appear in the current worksheet after they have been deleted through this method, right mouse button formulas (such as drill down) will not be available.

4.13 Run all reports in a workbook

Choose **AARO Drilldown Report/Run All Reports in Workbook** to update all of the various drilldown reports that may be contained in worksheets in an open Excel workbook.

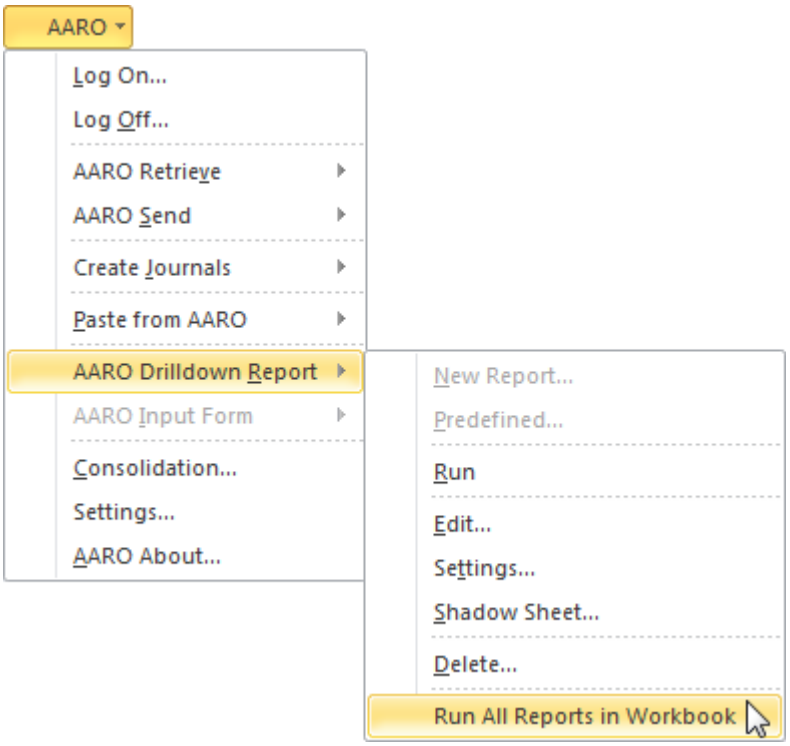


Figure 4.13–1 Running all drill down reports in Excel

4.14 Further Excel formulas

Excel drill down reports can be combined with Excel send and Excel retrieve formulas. For further reference to those formulas, please refer to the appropriate section of the user manual.

5. Excel input forms

Excel input forms provide an alternative to direct data input using the AARO application.

This provides the user with the flexibility to use the wide array of features available within the Excel application before data is uploaded into AARO.

5.1 Limitations of Excel input forms

Currently only forms of type Input are available in Excel.

In addition, the required form must have the "Use as Output Report" setting on the AARO application menu Utilities/Edit Input otherwise the form cannot be output into Excel.

Input responsibilities are not applied to input forms in Excel.

Opening balances in input forms may include values booked through journals according to system settings made by the administrator. Please refer to the 2.9.12 Journal Settings section of the AARO 14.0 User Manual.

For more information regarding different form types within the AARO application, please refer to the 2.4.4 Forms section of the AARO 14.0 User Manual.

5.2 Load an AARO input form into Excel

To load an AARO input form into Excel:

1. Go to the menu **AARO/AARO Input Form/Input Forms(s)**.

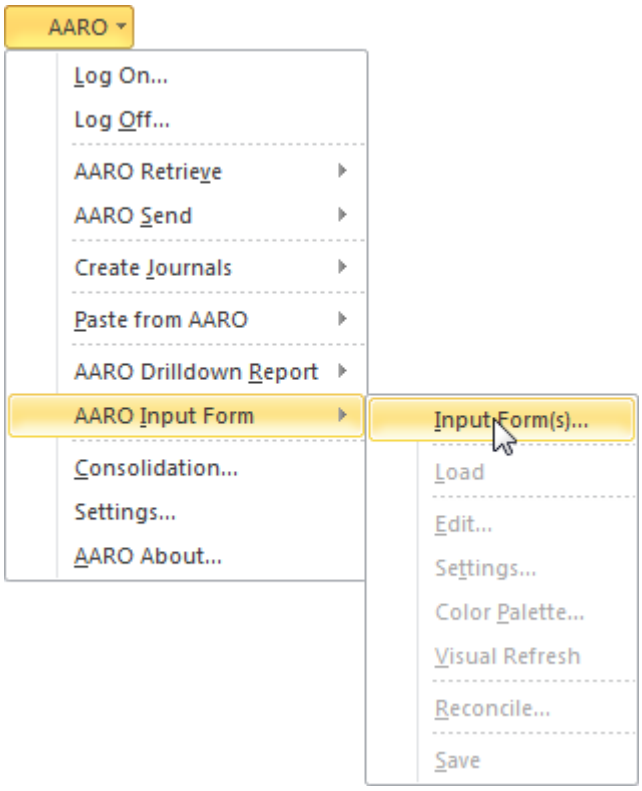


Figure 5.2–1 Inserting an input form into Excel

2. Choose an appropriate input form (IS_ALL Income Statement in the example given here), appropriate dimension values to the right:

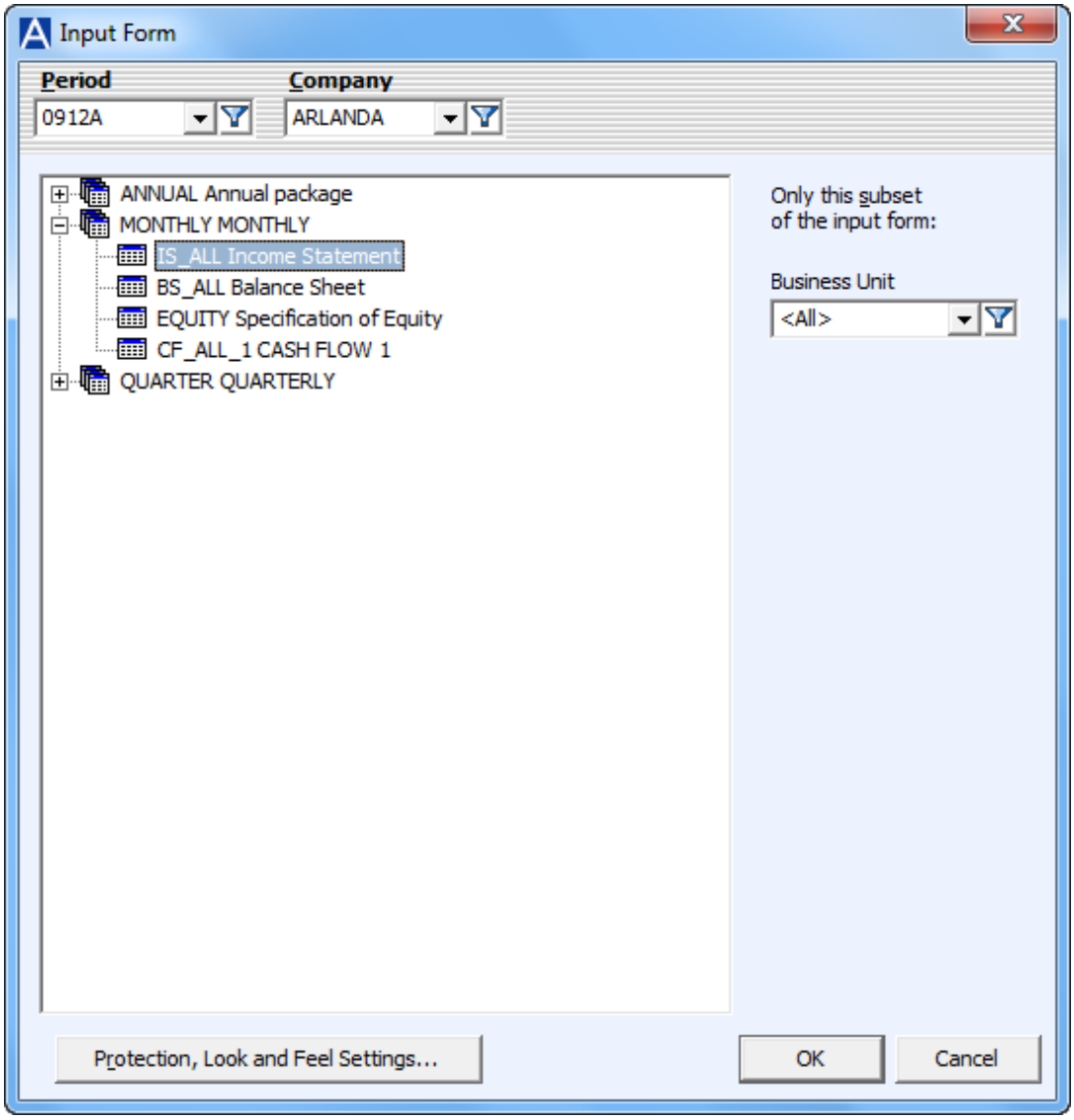
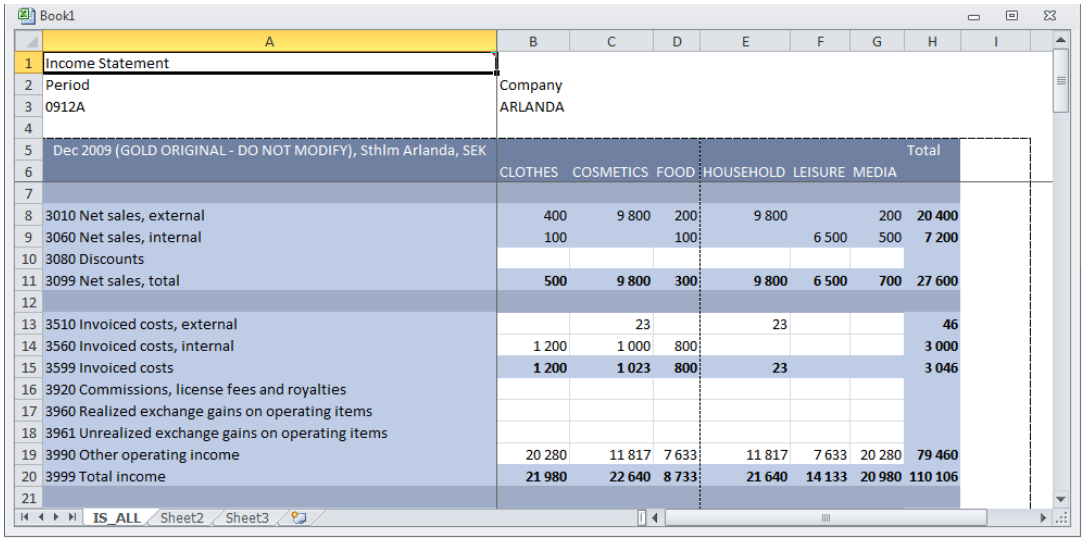


Figure 5.2–2 Selecting an input form in Excel

3. The Excel input form will then be loaded and available for data entry; white cells are open for data entry.



Book1

	A	B	C	D	E	F	G	H	I
1	Income Statement								
2	Period	Company							
3	0912A	ARLANDA							
4									
5	Dec 2009 (GOLD ORIGINAL - DO NOT MODIFY), Sthlm Arlanda, SEK							Total	
6		CLOTHES	COSMETICS	FOOD	HOUSEHOLD	LEISURE	MEDIA		
7									
8	3010 Net sales, external	400	9 800	200	9 800		200	20 400	
9	3060 Net sales, internal	100		100		6 500	500	7 200	
10	3080 Discounts								
11	3099 Net sales, total	500	9 800	300	9 800	6 500	700	27 600	
12									
13	3510 Invoiced costs, external		23		23			46	
14	3560 Invoiced costs, internal	1 200	1 000	800				3 000	
15	3599 Invoiced costs	1 200	1 023	800	23			3 046	
16	3920 Commissions, license fees and royalties								
17	3960 Realized exchange gains on operating items								
18	3961 Unrealized exchange gains on operating items								
19	3990 Other operating income	20 280	11 817	7 633	11 817	7 633	20 280	79 460	
20	3999 Total income	21 980	22 640	8 733	21 640	14 133	20 980	110 106	
21									

IS_ALL | Sheet2 | Sheet3

Figure 5.2–3 AARO input form loaded to Excel

5.3 Edit an input form

To add/delete columns and enter values:

1. To add a column, right-click the form and select **Add Column**.

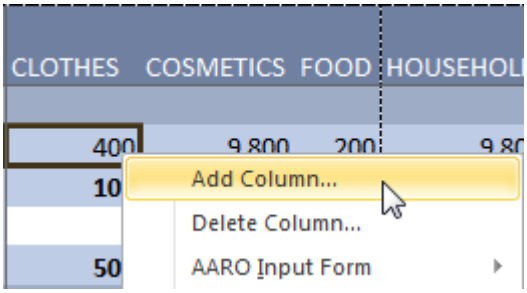


Figure 5.3–1 Adding a column to an input form in Excel

Select the dimension value and click **OK**.

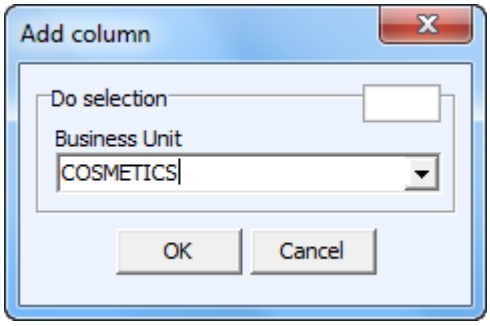


Figure 5.3–2 Selecting a dimension value for a new column

2. To delete a column, right-click the column and press **Delete Column**. When prompted, confirm that you wish to delete the column.

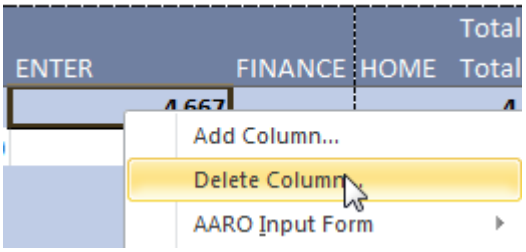


Figure 5.3–3 Deleting a column

3. To enter values, enter data in the white (editable) cells. To save entered values, proceed as described in 5.4 Export data to AARO.

4. To change parameter value (if enabled by sheet settings), type in a new value in the cell. To load form for changed parameters, proceed as described in 5.5 Reload an input form in Excel.

5.4 Export data to AARO

To export data into the AARO application, choose the menu **AARO/AARO Input Form/Save**.

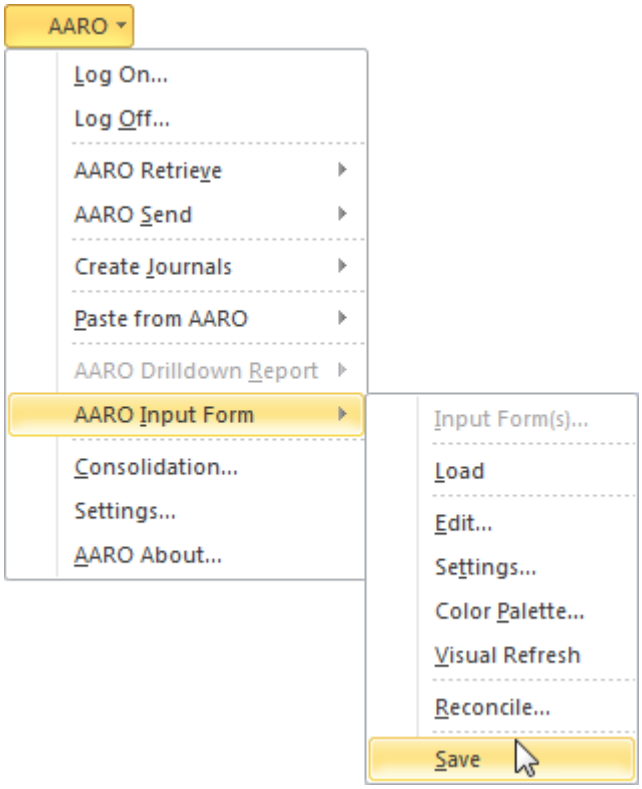


Figure 5.4–1 Exporting input form data to the AARO application

Alternatively, click the right mouse button, and choose the menu **AARO Input Form/Save**.

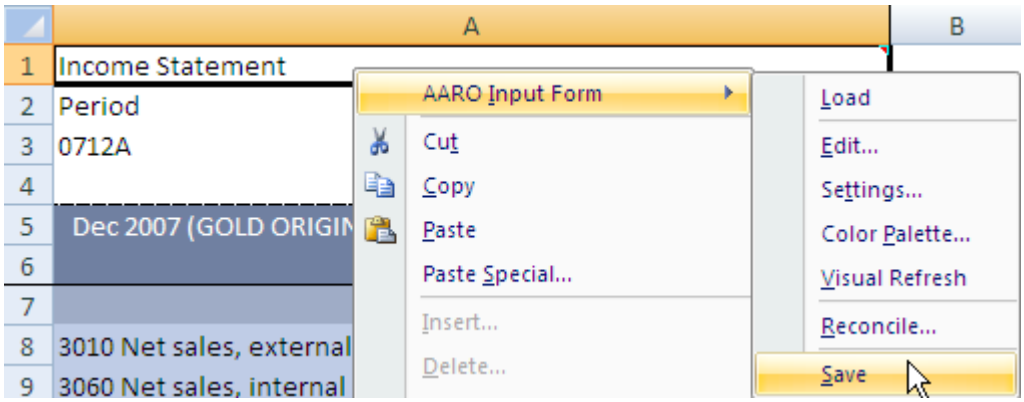


Figure 5.4–2 Exporting input form data using the right-mouse button

If changes for a form are accepted through journals only, the **JV Adjustment** dialog is opened with the template for Adjustment journal to be created. For more information on adjustment journals, please refer to the section '3.2.12 Adjust financial information' in the AARO 14.0 User Manual.

If the information has been successfully exported, a confirmation message will appear.

To check the information in the AARO application, log on to AARO, and go into the menu **Data Entry/Input** and load the relevant form.

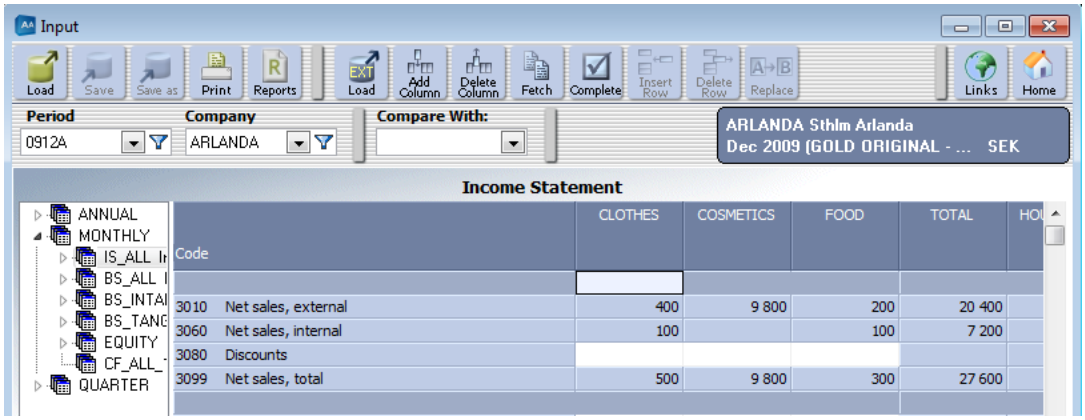


Figure 5.4–3 Input form data sent from Excel

5.5 Reload an input form in Excel

Use the **Load** menu to reload an input form in Excel.

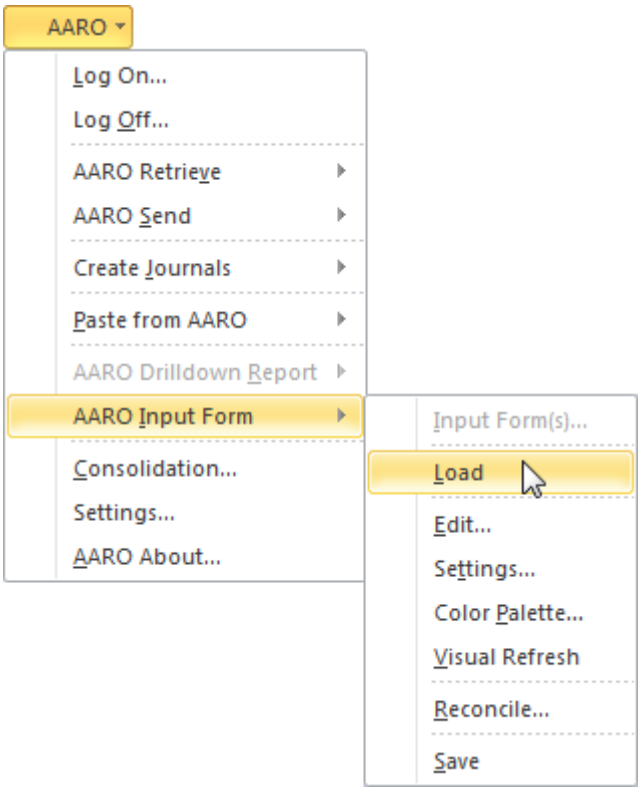


Figure 5.5–1 Reloading an input form in Excel

5.6 Edit an input form in Excel

Another period, company, input form and other dimension values can be selected by choosing the menu **AARO/AARO Input Form/Edit**. In the example below, period, company and business unit are available for selection.

Excel worksheet **Protection, Look and Feel Settings** are also accessible from this screen (detailed further in the section of this user manual).

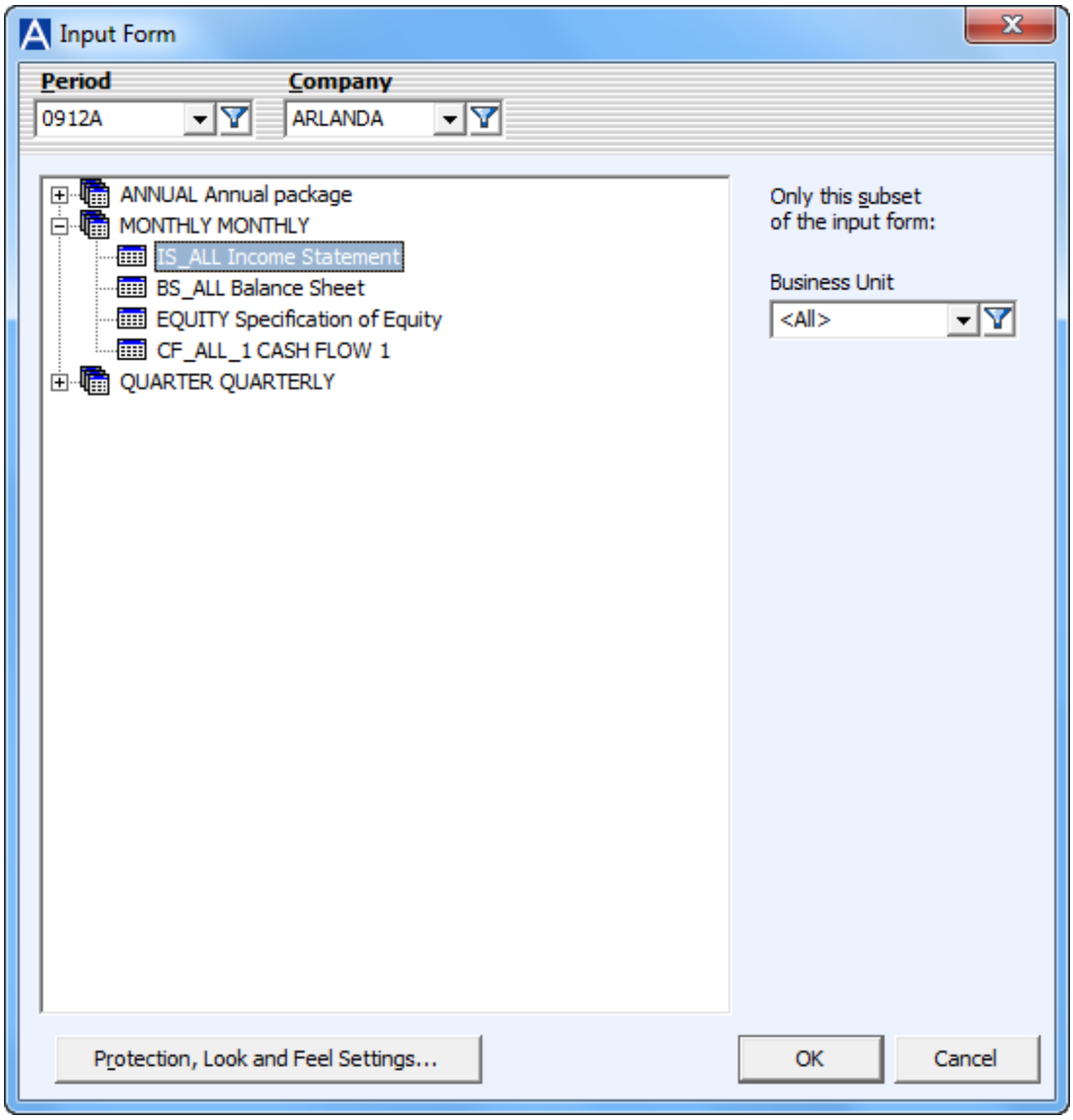


Figure 5.6–1 Editing an input form in Excel

5.7 Settings of input forms in Excel

To change input form settings, select the menu **AARO/AARO Input Form/Settings**.

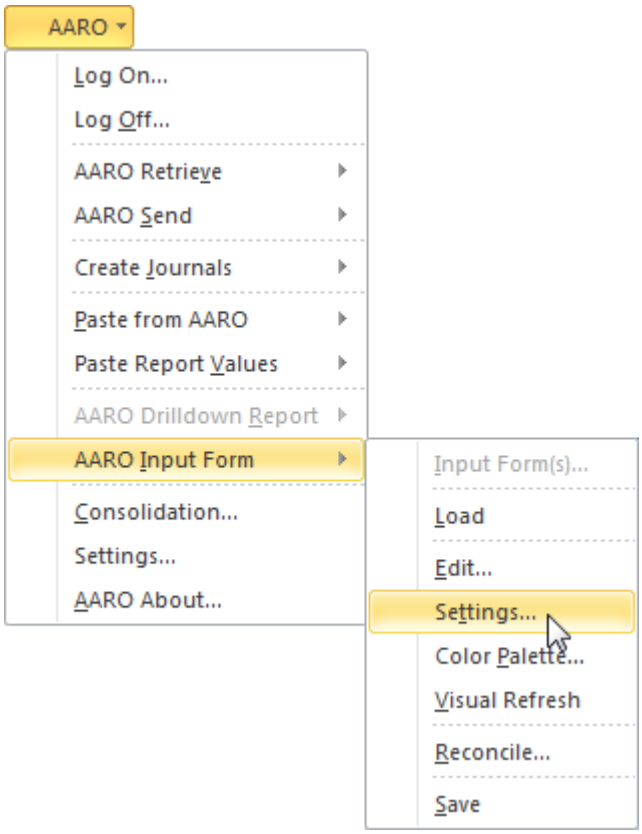


Figure 5.7–1 Changing input form settings

Settings can also be changed when the **Protection, Look and Feel Settings** button is pressed when a new form is selected, or an existing form is edited (see screenshot above).

The following window appears.

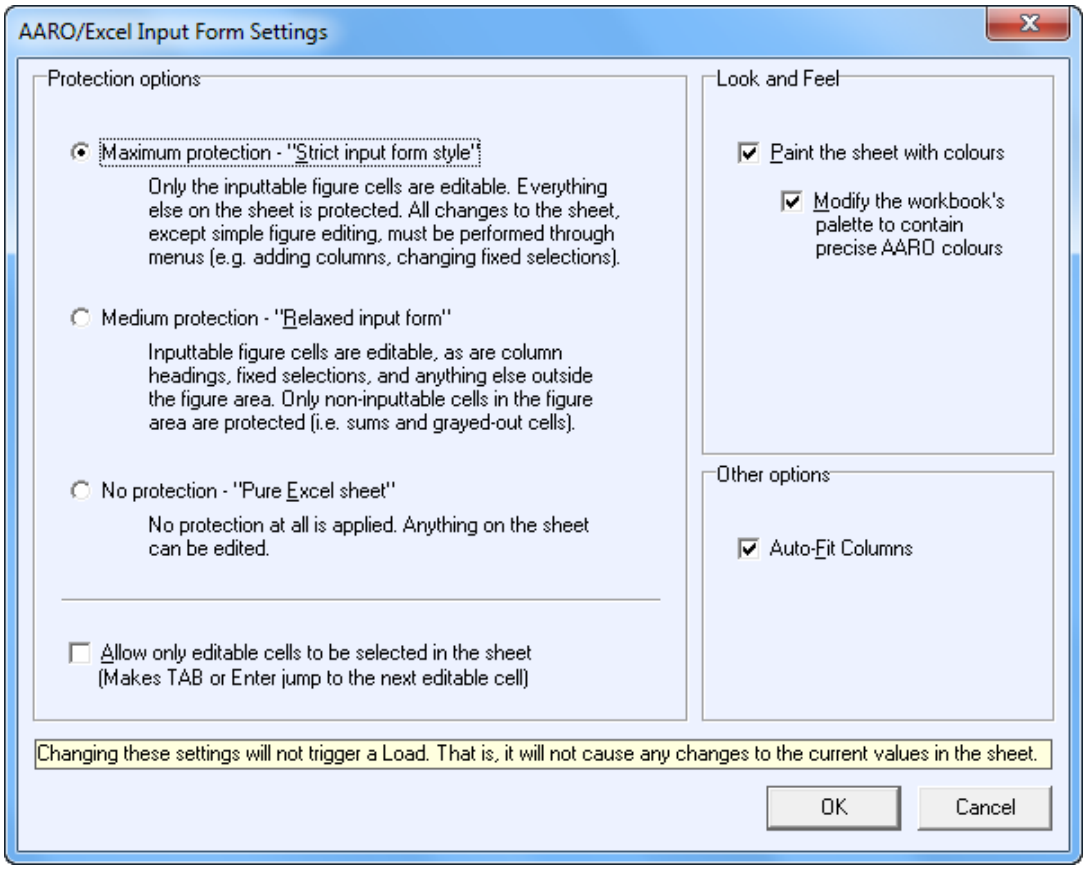

AARO/Excel Input Form Settings
Protection options
Maximum protection - "Strict input form style"
Only the inputtable figure cells are editable. Everything else on the sheet is protected. All changes to the sheet, except simple figure editing, must be performed through menus (e.g. adding columns, changing fixed selections).
Medium protection - "Relaxed input form"
Inputtable figure cells are editable, as are column headings, fixed selections, and anything else outside the figure area. Only non-inputtable cells in the figure area are protected (i.e. sums and grayed-out cells).
No protection - "Pure Excel sheet"
No protection at all is applied. Anything on the sheet can be edited.
Allow only editable cells to be selected in the sheet (Makes TAB or Enter jump to the next editable cell)
Look and Feel
Paint the sheet with colours
Modify the workbook's palette to contain precise AARO colours
Other options
Auto-Fit Columns
Changing these settings will not trigger a Load. That is, it will not cause any changes to the current values in the sheet.
OK
Cancel

Figure 5.7–2 Setting up an input form in Excel

For more description on settings, see the following sections.

5.7.1 Protection options

Various protection options are available for the Excel worksheet which is being used as an AARO input form; choose the option best suited to your needs.

- **Maximum protection – "Strict input form style"**

  Only enabled figure cells are editable. Everything else on the sheet is protected. All changes to the sheet, except simple figure editing, must be performed through the menus (e.g. adding columns, changing fixed selections).

- **Medium protection – "Relaxed input form"**

  Enabled figure cells, column headings, fixed selections, and other cells outside the figure area are editable. Only not disabled cells in the figure area are protected (i.e. sums and greyed-out cells).

- **No protection – "Pure Excel Sheet"**

  No protection at all is applied. Anything on the sheet can be edited.

5.7.2 Selectable cells

Ticking the box to **Allow only editable cells to be selected in the sheet (makes [Tab] or [Enter] jump to the next editable cell)** is useful if you want to restrict the form to editable cells only – it may be useful for manual

entry of a large number of figures, as each entry press of [Enter] (or [Tab]) moves the cursor onto the next editable cell.

Note: This feature is used with maximum or medium level protection only.

5.7.3 Look and feel

Using the **Paint the sheet with colours** and **Modify the workbook to contain AARO colours** paints the input form using the AARO colours.

The default setting for Excel input forms is to have a worksheet coloured, so that it is easy to identify editable cells. If the "Paint the sheet with colours" checkbox is cleared when an Excel input form is created, the form will be created without any colour being applied.

In addition, it is possible to choose whether standard Windows colours or AARO colours are applied to a worksheet. The default setting is to work with AARO colours. If the checkbox "Modify the workbook to contain AARO colours" is cleared when an Excel input form is created, standard Windows colours are applied to the worksheet instead of the default AARO colours.

Note: the 'Look and Feel' settings discussed here for colour formatting are 'forward steps'; clearing a checkbox does not automatically apply 'backward steps' to change a worksheet to a previous state.

5.7.4 Auto-fit columns

If the **Auto-Fit Columns** checkbox is cleared when an Excel input form is created, the form will be created without formatting to automatically fit the column widths.

5.8 Colour palette

It is possible to change the colour palette used in Excel input forms to either AARO colours or Excel (Windows) standard colours:

1. Select the menu **AARO/AARO Input Form/Color Palette**.

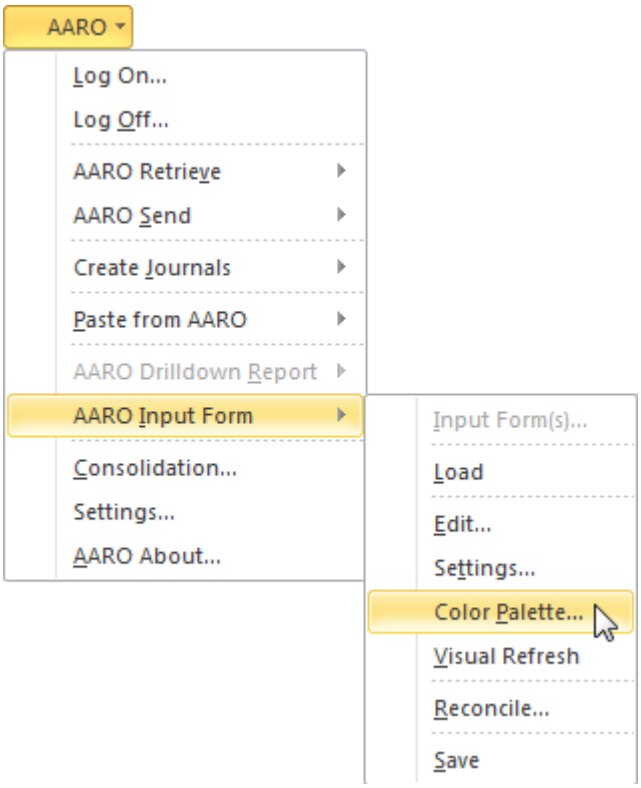


Figure 5.8–1 Changing color palette

2. Choose the appropriate colour palette setting and press **Close**.

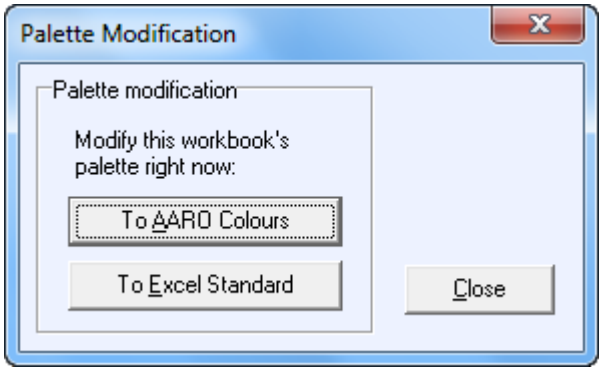


Figure 5.8–2 Setting up an input form palette in Excel

5.9 Visual refresh

Refresh worksheet formatting to the Excel input form default if formatting has been modified, by pressing the **AARO/AARO Input Form/Visual Refresh** menu.

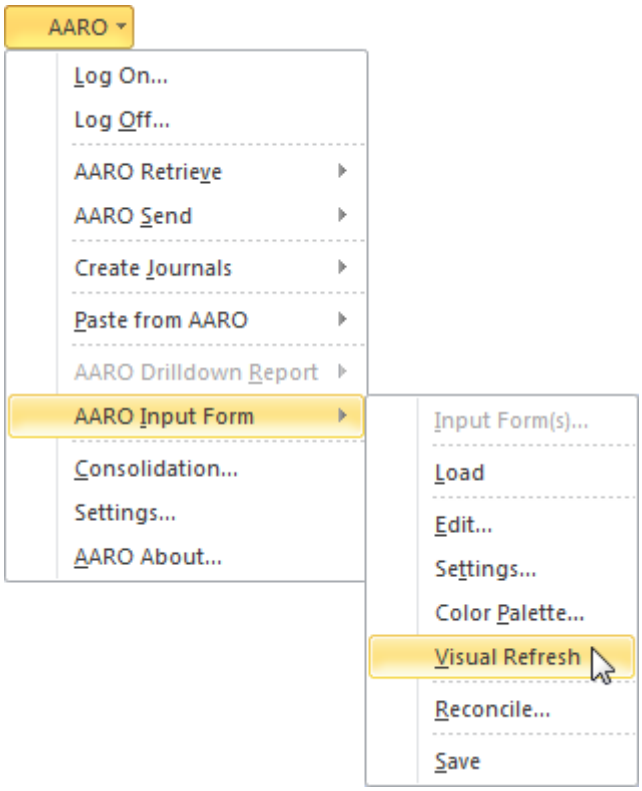


Figure 5.9–1 Refreshing input form formatting

5.10 Reconcile

The **Reconcile** menu calls up an Excel version of AARO reconciliation reports.

Reconciliation within Excel operates in a similar way to reconciliation from the AARO application. The only significant exception is that companies and legal groups are chosen from within the settings of an AARO Excel input form; when working with reconciliation in the AARO application, companies and legal groups are chosen in the left pane.

For more details on the AARO Reconciliations functionality, please refer to the Reconciliations section of AARO 14.0 User Manual.

To run a reconciliation report:

1. Select the menu **AARO/AARO Input Form/Reconcile**.

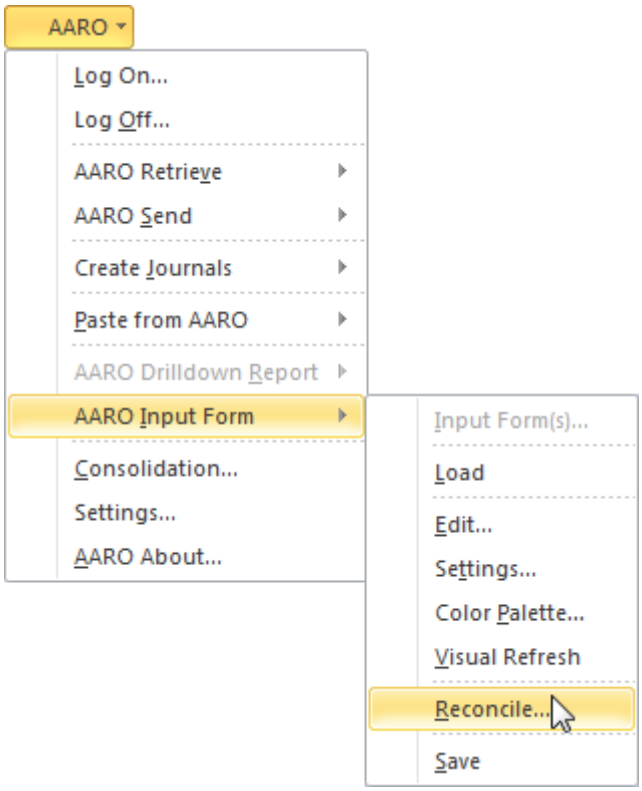


Figure 5.10–1 Running the reconciliation report

2. Make reconciliation report settings and press **OK**.

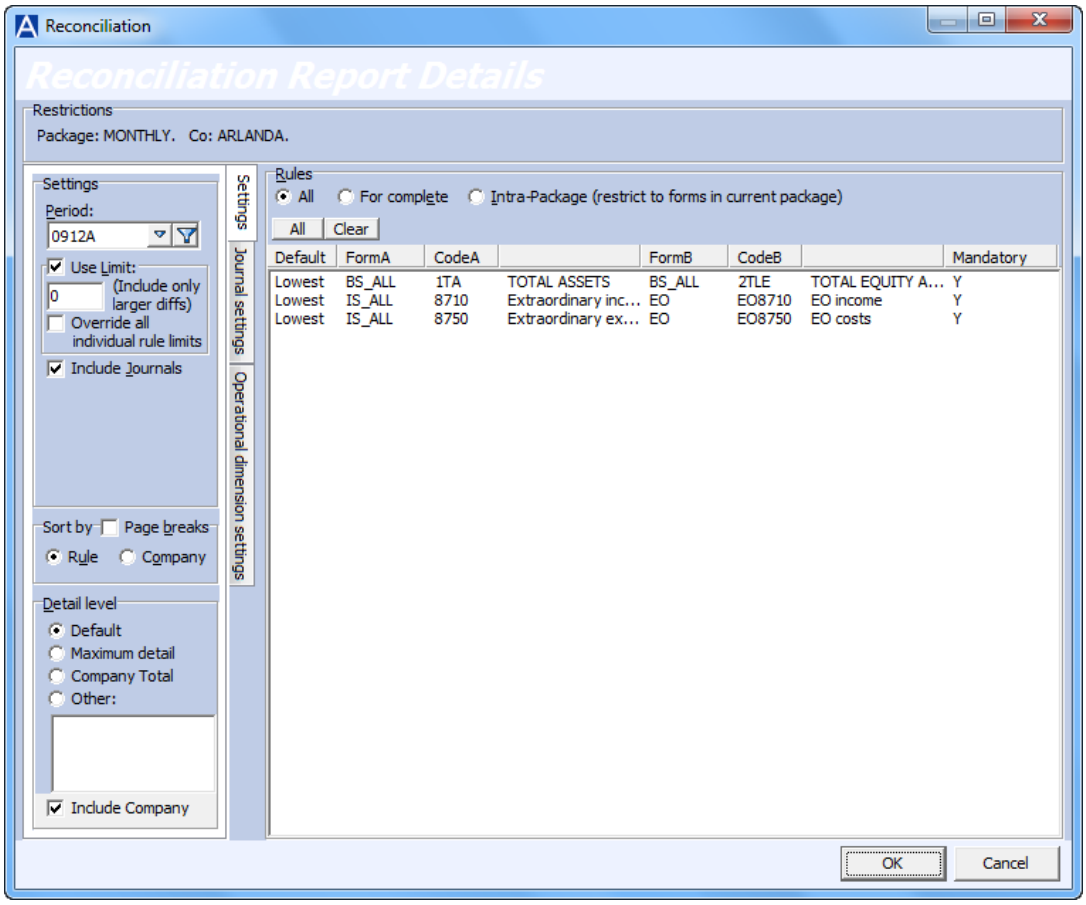


Figure 5.10–2 Reconciliation report settings

6. Additional AARO Excel options

The AARO Excel add-in provides some additional options that can be helpful when working with drill down reports, input forms and AARO formulas.

6.1 Order consolidation

One can order a consolidation from Excel:

1. Select menu **AARO/Consolidation.**

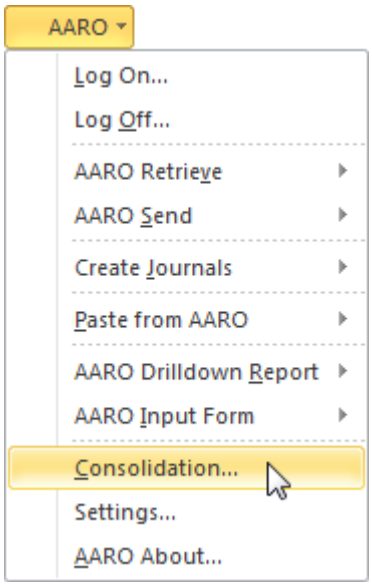


Figure 6.1–1 Running consolidation

2. Select period and company and press **OK**.

3. Pressing **Refresh consolidation information** will show the current and latest consolidations for the selected period and company.

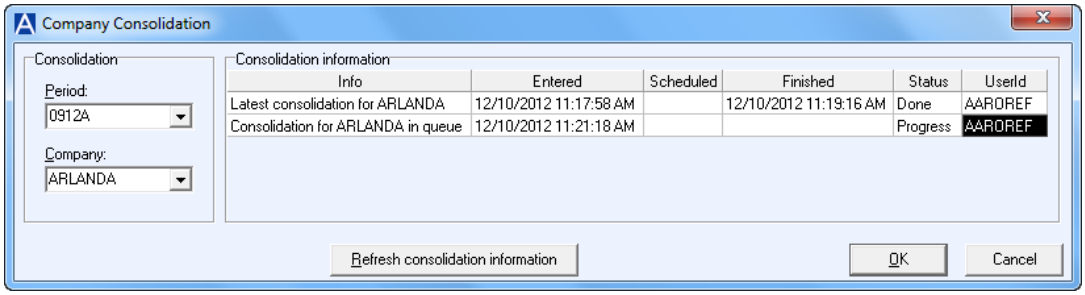


Figure 6.1–2 Ordering consolidation from Excel

The ordered consolidation appears in the consolidation queue in the AARO application, on the menu **Utilities/Consolidation**.

6.2 Paste background data

It is possible to paste background data from the AARO application to Excel. The following data can be pasted:

- input form layout;

- report layout;
- list of dimension values;
- cash and benchmarking data.

The user must be logged on to the AARO database.

To paste background data:

1. In Excel, select a cell where the data will be pasted.
2. Select the menu **AARO/Paste from AARO/Background Data**.

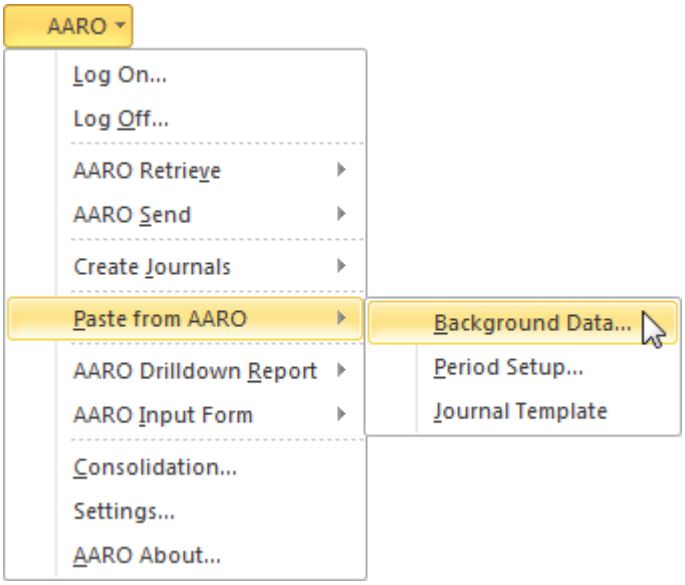


Figure 6.2–1 Pasting background data

3. Select the information source and data to be pasted and press **Paste**.

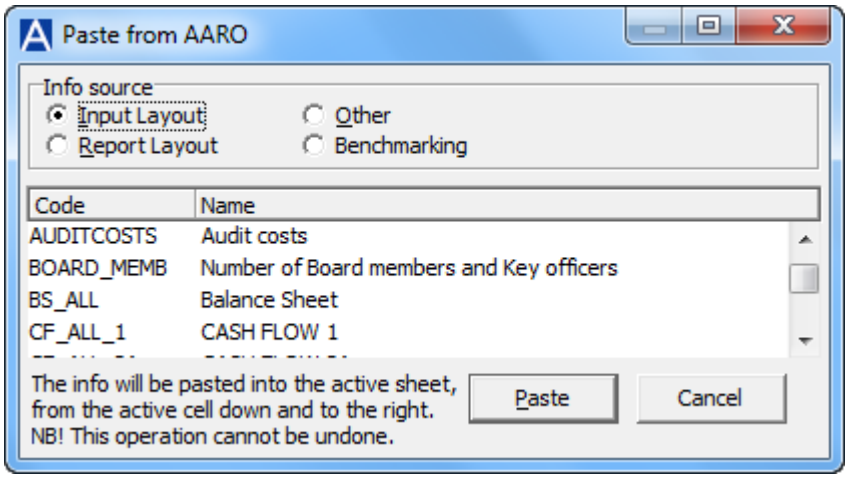


Figure 6.2–2 Pasting background data from AARO

The following information sources are available:

Option	Description
Input Layout	Input form layouts existing in the database.
Report Layout	Report layouts existing in the database.
Other	Dimensions and groups existing in the database.
Benchmarking	Cash and benchmarking data.

6.3 Paste the period setup

Period validation setup and period rates can be pasted to Excel from the AARO application:

1. In Excel, select a cell where the data will be pasted.
2. Select the menu **AARO/Paste from AARO/Period Setup**.

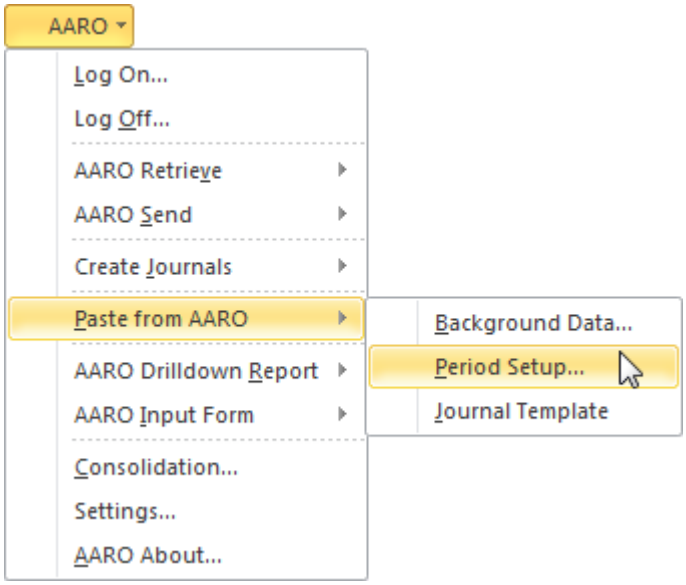


Figure 6.3–1 Pasting period setup from AARO

3. Select period, company if required, the information source and data to be pasted and press Paste.

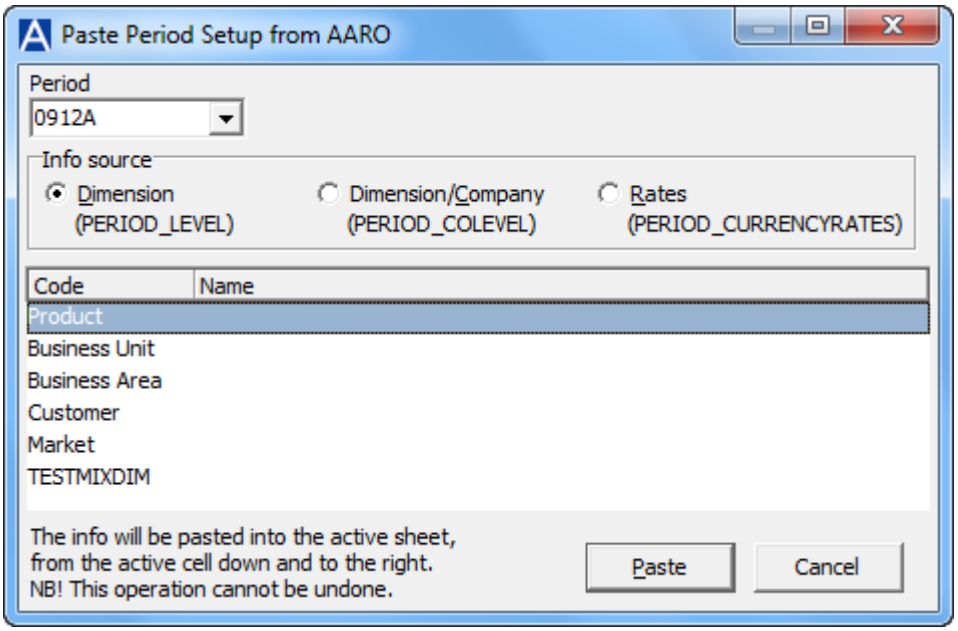


Figure 6.3–2 Pasting period setup from AARO

The following information sources are available:

Option	Description
Dimension	**Validation/Dimension validations** tab settings will be pasted for the selected period.
Dimension/ Company	**Validation/Company/Dimension validations** tab settings will be pasted for the selected period and company.
Rates	Rates tab settings will be pasted for the selected period.

6.4 AARO Excel settings

Some settings affecting the Excel progress when working with the AARO Excel add-in are set up on the menu **AARO/Settings**.

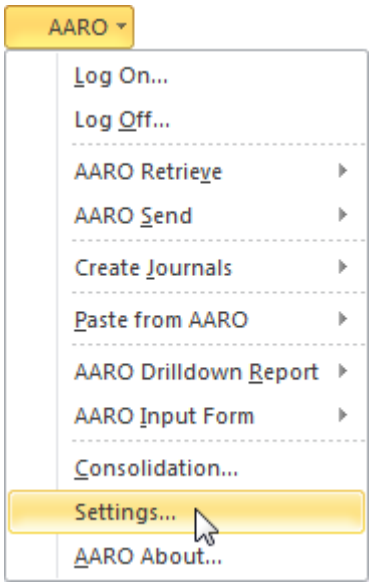


Figure 6.4–1 Accessing AARO plug-in settings

Tick the required check boxes and press **OK**.

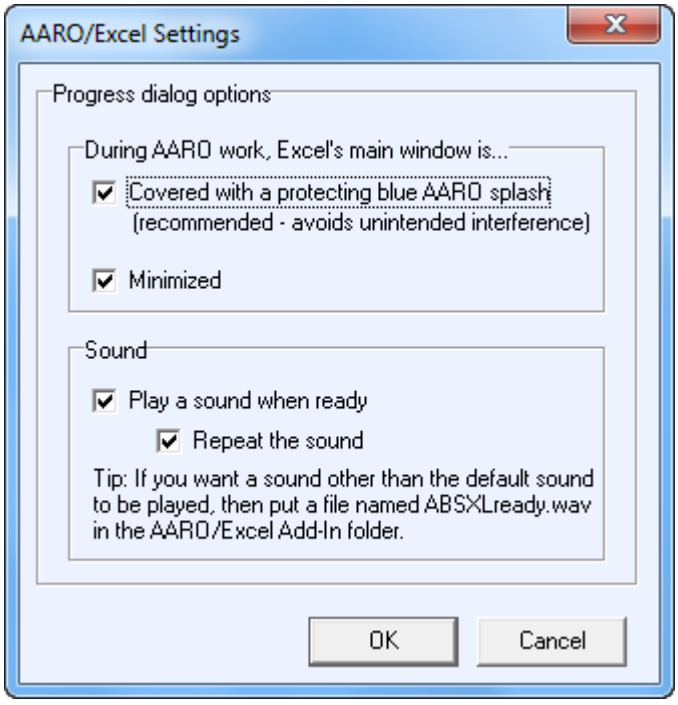

AARO/Excel Settings
Progress dialog options
During AARO work, Excel's main window is...
Covered with a protecting blue AARO splash
(recommended - avoids unintended interference)
Minimized
Sound
Play a sound when ready
Repeat the sound
Tip: If you want a sound other than the default sound to be played, then put a file named ABSXLready.wav in the AARO/Excel Add-In folder.
OK
Cancel

Figure 6.4–2 AARO plug-in settings

The settings are:

Setting	Description
Covered nwith a protecting blue AARO splash	The progress window is coloured in blue.
Minimized	The progress window is minimized.

Setting	Description
Play a sound when ready	Plays a sound when an operation is completed. Tip: If you want another than default sound to be played, place the file ABSXLready.wav in the AARO/Excel Add-In folder.
Repeat the sound	Repeats the sound played when an operation is completed untill the confirmation window is closed.

6.5 About

Information about the current AARO database can be viewed on the menu **AARO/AARO About**.

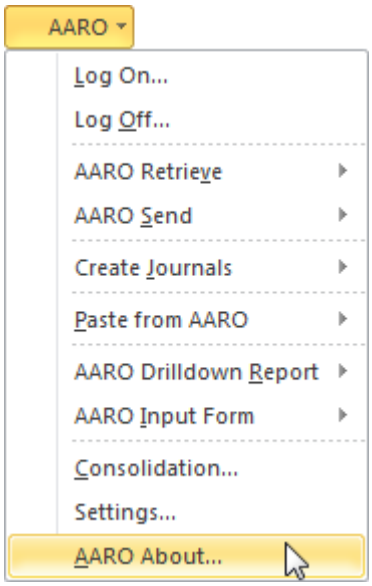
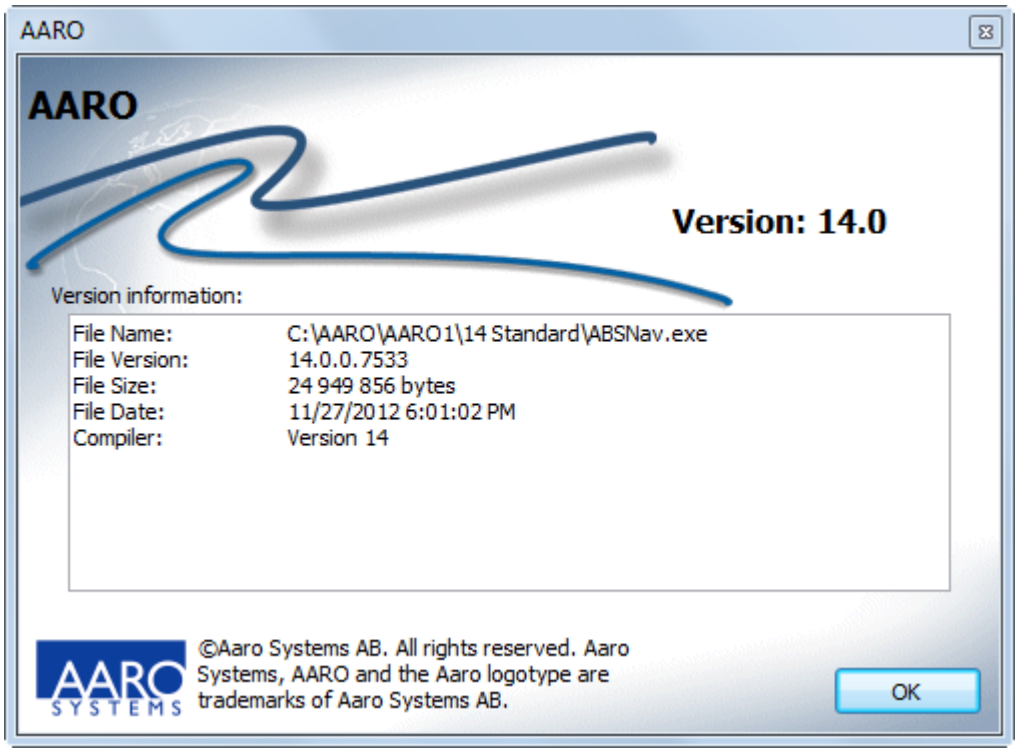


Figure 6.5–1 Opening the About information

The user is provided with information about the current database used and the installed version.


AARO
AARO
Version: 14.0
Version information:
File Name: C:\AARO\AARO1\14 Standard\ABSNav.exe
File Version: 14.0.0.7533
File Size: 24 949 856 bytes
File Date: 11/27/2012 6:01:02 PM
Compiler: Version 14
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OK

Figure 6.5–2 About